

Definition of Truancy

Truancy is any absence from school for an entire day, or any part of a school day, without the consent of a parent or guardian and the approval of the absence by the building principal

Students who have unexcused absences only because they did not obtain approval in advance will be allowed to make up all work missed on the day of the absence. Make up work must be made up one day after the absence. The grade for work not made up within one day after the absence will be zero. Students who repeatedly (defined as “more than once”) fail to obtain approval in advance for an absence will be assigned detention outside of the school hours.

All other unexcused absences

Students that have unexcused absences for any reason other than not getting approval in advance for an absence will not be allowed to receive credit for work missed. Students are not excused from learning and completing the content, but a zero will be issued for this type of unexcused absence. Please refer to “Absence and Make Up Work” located in your Student Handbook.

PRE-ARRANGED ABSENCE FORM – CHILTON MIDDLE SCHOOL

Student Name: _____

Date(s) and Time(s) of Planned absence(s): _____

Specific Details of Absence (type of trip or special circumstance, etc.) _____

Parent Signature: _____ Date: _____

Preliminary Approval? Yes _____ No _____ Reason(s) _____

PERIOD	CLASS	TEACHER APPROVAL	TEACHER SIGNATURE	REASON IF NOT APPROVED
1.				
2.				
3.				
4.				
5.				
6.				
7.				

PRINCIPAL’S SIGNATURE _____ DATE: _____

PARENTS: If this absence is not excused in full, it is still your decision whether or not to take your son or daughter out of school. If you do, please realize the academic jeopardy in which he/she will be placed, and the impact it may have on future success.

PRE-ARRANGED ABSENCE FORM

Attendance/Procedures on Absences
(State Statute: 11 & 15; WI Act 239)

All absences, except those caused by illness or the death in the immediate family, must be approved, in advance, by the building principal. Principals may authorize a total of up to ten (10) excused absences each year for students. The following conditions must be met for the absences to be considered excused:

- The student's parent or legal guardian must request, in advance, that the absence be approved and provide an explanation of the special and specific need. Final approval of each request will be made by the principal based on the merits of the need.
- The principal must ensure that this policy is not abused. It is not the intent of this policy to allow students to repeatedly miss one or two hours of school to avoid a class or gain early dismissal or arrival. It is not the intent of this policy for students to miss school for peer or social activities. The absences granted under this policy must be for students' needs that could not reasonably be met outside the normal school hours.
- In case of illness: The parent or legal guardian must contact the school by 8:30 a.m. on the day of the illness to excuse the student (849-9152). Requests for homework must be made at this time as well.
- A student that has a medical or dental appointment should make every attempt to take care of this outside of the school day. A note from the doctor or dentist upon your return is appreciated, but is not necessary, unless notified by the building principal. All students must report to the office immediately before one leaves the building and upon return after an absence.
- Any time a student must leave the building for a valid reason, the student must pick up a "permit to leave the building" slip from the office before school begins for the day. To receive this permit, a note must be presented or phone call be made to explain the specific need or situation to the office, prior to the time the student must leave.

Excused Absences

The building principal will, on a daily basis, determine which absences are excused or unexcused. Student illness, death in the immediate family or severe illness of an immediate family member can be reasoned as excused along with other absences that have been pre-arranged for special and specific needs. The principal may approve up to a total of ten (10) days per year for a student. All requests must be made in advance of the absence for an excused absence to be determined by the principal if other than an illness or death or severe illness in the immediate family.

Unexcused Absences

All absences that have not been pre-arranged, except personal illness or a death or severe illness of an immediate family member, will be deemed unexcused. Again, all absences must be pre-arranged with specific needs as to the absence, listed clearly. Absences that have not been pre-arranged will be unexcused and will be included in the count for determining habitual truancy.