

ATTENDANCE PROCEDURE

Students are expected to attend all scheduled classes. Daily attendance in each class is essential in obtaining the best and most complete education possible

Any person having legal custody of a child who is between the ages of six (6) and eighteen (18) years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes eighteen (18) years of age.

- Anytime a student is absent for a portion of the school day, they must report to the High School Office upon arrival at school.
- Students are not permitted to leave campus without first obtaining permission from High School Office.
- Students returning should check-in the High School Office to receive a pass to go to class.
- Students are expected to be in class on time. Repeated acts of tardiness will result in disciplinary action.
- An automated attendance calling system will call the home of each student who was unexcused that day.

Excusing Absences

Students are considered absent from class if they are more than 10 minutes late for class. Please make note of the following to ensure your child's absence is excused:

- Parents and students should check attendance regularly by simply logging on to their Skyward Family Access account.
- To excuse any absence, we must receive one of the following (Please note that a phone call to the office will not excuse an absence)
 - a written, signed, note stating the reason for the absence. (see list of excusable reasons below)
 - a fax to 351-7526
 - an e-mail to attendance@nicolet.k12.wi.us
- All absences will fall into one of the following two (2) categories:
 - Unexcused Absences
 - Excused Absences
 - Parent/Guardian notification must be made prior to or within five (5) school days following the absence for any of the following reasons:
 - Religious Holiday
 - Illness of Student
 - Illness/Death of Family Member
 - College Visits for Juniors and Seniors
 - Medical/Dental Appointments
 - Documented Education-Related Experiences
 - Family Emergency
 - Required Legal Appearance
 - Driver's Examination
 - Late to School due to unforeseen circumstance

Note: If any of the above excuses are being abused, administration will first advise the parent of the concern via a letter mailed home. Excuses for any subsequent absences for similar reasons will be denied.

- Each semester, a student who has more than ten (10) absences, excused or unexcused, in any given class, shall lose their exam exemption for all classes.