

HILLCREST PRIMARY/LEADS CHARTER SCHOOL

ATTENDANCE AGREEMENT

We are committed to doing everything we can to improve our students' attendance as we realize the negative effect that truancy has on academic performance. Communicating clearly with parents is a significant part of our plan for meeting this challenge and this form is part of that effort.

PLEASE READ AND INITIAL EACH LINE.

EXCUSING ABSENCES

_____ I understand that I need to call Hillcrest Primary School to get an absence excused. I should call 715-524-2134 by 10:00 a.m. on the day of the absence.

_____ I understand that if I call by 10:00 a.m., I can request to pick up my child's homework at the end of the day. The school will do everything in its power to have your child's homework in the office at the end of the day.

_____ I understand that for planned absences such as vacations, doctor appointments, etc., advance notice should be given in order for teachers to prepare. When a planned absence is approaching, please call 715-524-2134 or stop in the office to pick up the pre-planned absence form. In addition, please contact your child's teacher for any homework will need to be completed.

_____ I understand that arriving late/tardy, leaving early, etc. is considered to be "part of a day", and will count toward the semester total of absences.

SCHOOL ATTENDANCE AND THE LAW

_____ I understand that missing 5 or more days, parts of days, that includes being tardy/late, during a semester will result in a letter being sent home. A copy of this letter will also be sent to Shawano County Human Services and the Shawano School District Police Liaison.

_____ I understand that if my child misses 10 days, or parts of days, that includes being tardy/late, during a semester, will result in a second warning letter being sent home. A copy of this letter will also be sent to Shawano County Human Services and the Shawano School District Police Liaison.

_____ I understand that if my child misses more than 10 days, or parts of days, during a semester will result in a final warning letter being sent home and that my child may be reported as a Habitual Truant. A copy of this letter will also be sent to Shawano County Human Services and the Shawano School District Police Liaison.

_____ I understand that if my child is labeled a "Habitual Truant", I may be fined \$100.00 - \$177.00 by the courts. In addition, a formal truancy referral may be made to Shawano County Human Services.

Please print student's name

Teacher Signature

Parent Signature

By signing your name you are acknowledging that you have received and read this notification.

PLEASE RETURN THIS FORM TO THE HILLCREST SCHOOL OFFICE BY SEPTEMBER 15, 2017

This form is intended to clear up any confusion regarding the law and attendance procedures. If you wish to discuss this further, please contact Mr. Brian Morstad at 715-524-2134, ext. 8501. Thank you for your cooperation.