

## ATTENDANCE

- In accordance with State law, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse. A legal excuse would include: illness, religious observance, family emergencies, medical appointments or family vacations and other absences for which prior arrangements with the school administration has been made. For further clarification, see School Board Policy 431.
- The responsibility for regular school attendance of a student rests upon the student's parent/guardian. All excused absences require parent/guardian or legal custodian to give written or verbal verification, which is to be submitted to the Clinic/Attendance in advance of the absence or prior to re-admittance to school.
- If a student is to be absent from school for unplanned reasons such as illness, parents must call the school health **Clinic/Attendance office (963-6818)** as soon as possible. When returning from an absence, students must report to the Clinic/Attendance office to obtain a re-admit pass. You may call the Clinic/Attendance office answering machine (963-6818) any time of the day or night. When calling, please give name of student, reason for absence, date of call, and your name. Only call the Clinic/Attendance to report an absence - not request homework.
- Reasons for excused absences may include: personal illness, funeral, required legal appearances, designated religious holidays, medical or dental appointments, family emergencies, approved School District activities, prior approved absences which have been deemed educationally beneficial for the student.
- Anticipated absences include medical appointments, family vacations, prior approved absences that have been deemed educationally beneficial for the student (i.e. curricular related events, conferences and competitions).
- The parent/guardian notifies the Clinic/Attendance office of anticipated absences in advance via phone, e-mail, or note. Students should pick up the form from the Clinic/Attendance office. The student is responsible for taking the form to *each* of his/her teachers for the required teacher signatures and other instructions. The student takes the form to the office for administrative approval.

### **Make-Up Work for Anticipated Absences**

For an anticipated absence, make-up work given in advance should be completed upon a student's return. The opportunity and expectations to make up other missed assignments may vary depending on the type of assignment, the course content, and length of absence. Students requesting additional time to make up work from an anticipated absence must make arrangements before the absence with the teacher.

### **Unanticipated Absences**

Unanticipated absences include personal illness, funerals, hospital stays, and family emergencies. The parent/guardian notifies the Clinic/Attendance office as soon as possible after the absence via phone, e-mail, or note.

### **Make-Up Work for Unanticipated Absences**

- It is the student's responsibility to contact the teacher(s) to make arrangements for making up
- Work missed during an absence from school.
- Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work when they return to school.
- Teachers will be asked to grant the number of days absent plus one day for make-up time.

- This provision applies to all work assigned during absence(s). Consideration for extensions will be given in the event of extenuating circumstances (e.g., serious illness, family crisis, hospital stay). Extensions will be granted at the teacher's discretion
- When the above conditions exist and a student is absent on the deadline date, the absence itself does not absolve the deadline. However consideration for extensions will be given in the event of extenuating circumstances (e.g., serious illness, family crisis). Extensions will be granted at the teacher's discretion. Teachers will inform students that should serious illness or family crisis prevent them from meeting the deadline, it will be the student/s (or parent/guardian's) responsibility to notify the teacher in order to make arrangements to complete and turn in the assignment.
- Tests missed during an excused absence will be permitted to be taken at a time designated by the teacher. The teacher will take into consideration the length of time the student was absent.

### **Make-Up Procedures Common to Both Anticipated and Unanticipated Absences**

- If a regular assignment is due on the same day an absence occurs, the student will be expected to turn in the assignment upon returning to school. This refers to work known before the absence.
- Deadlines may be set for long-term, major assignments. In most cases, these assignments do not require the student's physical presence in class in order to be completed.
- Students who miss part of a day, pre-excused or excused and wish to receive full academic credit for work due that day must turn in the work that day or clear it with the teacher, and/or make arrangements with the teacher for completing the missed work.
- All homework is posted on the web. After an absence of 2 or more days, you may call the office to request any worksheets.

### **Truancy**

The Wisconsin Compulsory School Attendance Law states that "any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious days excepted, until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age or has graduated from high school." Therefore, the involvement of a parent/guardian in deterring truancy is mandated by state law. The following procedures will be followed by the District to deal with student truancy. There are four levels that serve as the procedure for dealing with truant and habitually truant students, along with methods of involving a parent/guardian in dealing with a truancy problem. Level 1 describes the procedures for notifying parents/guardians of each truant student. Level 2 details procedures for notifying, meeting and conferring with a parent/guardian of a student considered a "habitual truant's" unexcused absences. Level 3 details the steps that should be taken after school personnel have met with or attempted to meet with the child's parent/guardian as well as the procedures for coordinating the responses with public and private social services agencies. Level 4 discusses the type of truancy cases that should be referred to the District Attorney and how the District Attorney should respond to the District's referral after five (5) trancies within a semester.

### **Permission to Leave School**

- A student who must leave school for any reason during the school day, including the lunch hours, should bring a note from his/her parent indicating the time they wish to be excused and the reason. He/she should take this note to the secretary in the office **before the beginning of school** and get the "Permission to Leave School Grounds" pass.
- If a student becomes ill during the school day, and his condition is brought to the attention of the teacher, he/she may be brought to the health clinic and be attended by a health aide. If necessary, the parents will be contacted regarding the child's illness.

- It becomes the responsibility of the parent if a child is taken home in case of illness or for other reasons of dismissal.
- Pupils will be excused only with a parent. The school cannot assume responsibility for injury to a pupil going to and from his/her appointment during the school day. **If the child returns to school that day, he/she should check back in through the clinic.**

### **Emergency School Closing Information**

Occasionally it is necessary to close schools due to a snowstorm or other emergency. The policy of the Whitefish Bay School District is to close schools when the weather conditions present a serious threat to the health and safety of children and staff. When a storm occurs during the night and the Whitefish Bay Schools are to be closed, a repeated announcement will be made over the following local radio stations beginning at approximately 6:00 a.m.: WISN (1130 AM); WOKY (920 AM); WMIL (106 AM); WMYX (99 FM); WTMJ (620AM); and WEMP (1250 AM). When the schools are dismissed early, the closing announcement will be made over the same radio stations.

If you suspect the schools will close, **Please listen to one of the above stations for information rather than calling the school or the radio station.** When stormy weather or extreme cold is forecast, please do the following for your child: (1) Make arrangements with friends or neighbors to shelter your child in the event you are not home when the child arrives home and instruct your child accordingly; (2) Dress your child warmly and encourage him/her to go directly to school and to come directly home from school. In addition to the above considerations, parents of children with exceptional needs who attend schools in a neighboring school district should send your child only if you know that his/her district is open and that the regular transportation system is operating or that your child can be driven to and picked up from school by you or a friend.