

Absences & Withdrawals

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Absence:

It is important that we know where your child is. Please call the office on the day of the student's absence before 9:00 a.m. The absentee is always at a disadvantage since it is impossible for teachers to repeat the experiences that occurred during their classes. However, teachers will do all they can to help the student by assigning the work done during the period of absence with suitable assistance. Pupils are expected to complete these assignments and will be held accountable for them. Teachers will notify the principal of any student who is absent 8 days in one quarter.

Family Vacations:

We discourage those planned at a time when school is in session. Extended absences disrupt the learning process for most students. If student(s) miss IOWA Testing because of vacation, testing will not be made up.

At the discretion of the teacher, homework may be given prior to an extended absence or upon the student's return to school. Students will always be given a reasonable length of time to complete all assigned homework when they return.

Severe Weather Policies:Severe Weather Policies:

Caps, mittens, snow pants, leggings/slacks and BOOTS are needed for outdoor winter recess. Children will not go out for recess if the temperature is below zero and/or the wind chill is 10 or below. The school will operate on the same regulations as the public school system unless extreme situations demand our closing. School closings are announced on radio stations WTMJ, WISN, and WMIL. WTMJ will always be our primary station, especially if we must close and the rest of the schools in the area stay open.

Tardiness:

A student is tardy if he/she is not in the room on time for opening of school or the beginning of class. Promptness to class is a necessity! If the school receives a note or call from the parent, the student(s) will receive an excused tardy. Others are considered unexcused.

Regular attendance is essential for elementary school children, and parents are urged to enforce this. A student's irregular attendance interferes greatly with their school progress.

Withdrawals:

If a family plans to move from the school, the parents are to notify the principal before the actual move. The same procedure applies to parents withdrawing students for other reasons. Records can be prepared for transmission to the receiving school upon request if all financial obligations are satisfied. (Please let us know if there are any special circumstances). All records or copies of records are sent only at the request of the school where the child is to be registered. All psychological testing results will only be released after receipt of the signature of the parent or legal guardian.