

Section 4.0 – Attendance Policies

The Department of Public Instruction of the state of Wisconsin and the Archdiocese of Milwaukee require all students enrolled at St. Vincent Pallotti Catholic School to attend school regularly. Under Wisconsin's 'Missing Child Law', parents or guardians must notify the school office **any morning** their child is not attending.

Parents/Guardians are required to contact the office before 9:00A.M. if their child is going to be absent, stating the reason for the absence.

St. Vincent Pallotti staff devotes countless hours to track absent students who have not been called in by parents/guardians. This is a serious compromise to the effective use of school time for proactive purposes.

Personal Illness

Parents/guardians must call school each morning their child is home ill. The school will require a doctor's excuse if the child is absent more than 3 days.

Death of a relative

Parents/guardians must contact the school office to explain the family need and estimated time of absence from school.

Professional Appointment

We encourage parents/guardians to schedule medical, dental, legal, and other necessary appointments outside of school hours whenever possible. If this is impossible, parent/guardian **MUST** notify the school office **a day in advance** informing the time for the dismissal. Parents pick up and sign out their student at the main office. Parents sign in their student upon return, as well as provide an excuse/affidavit from the agency of the appointment.

Unexcused Absences

An unexcused absence becomes part of a student's school record. Unexcused absences include:

- Failure to bring doctor's excuse after 3 or more consecutive days of absence.
- Leave school without prior arrangement, except for serious emergency.
- Leave school without signing out in main office.
- Absent from school for reasons other than those listed.
- Arrive at school after 10:00AM.
- Unplanned extended family recreational trips on school time.

Unexcused students may not return to class until a parent has met with a principal, assistant principal, or counselor.

MAKE-UP WORK FOR EXCUSED ABSENCES: When returning to school, students in collaboration with a parent, are responsible to inquire about classwork/homework to ensure a plan for completion.

TARDINESS

Bringing your child to school on time is the responsibility of the parent/guardian!

Tardiness is unacceptable. It is the number one reason for employee termination in the United States.

St. Vincent Pallotti students are expected to be at morning prayer at **7:40A.M.** at the school front entrance to set the tone and focus for the day as an integral part of building community and growing in understanding of what it means to be a Pallotti student.

Tardy bell rings at **7:50 A.M.** Beginning of instruction bell rings at **7:55 A.M.** To begin a day feeling in charge of one's self, and having a positive sense of one's role in class it is completely necessary for students to be in the classroom for the preparatory minutes to get situated and to be seated and ready for instruction to begin. The student who is 15 minutes late for class is highly dislocated as to the effective class interactions that are well underway at this point. This **IS** damaging to a student's sense of self and potential for success in class.

CONSEQUENCES FOR HABITUAL TARDINESS:

Each quarter of the year **the first 4 tardies are excused** whatever the reason for the tardiness.

- The 5th tardy a parent/guardian will receive a mailed letter documenting the attendance problem and the parent/guardian will be asked to make a commitment with a school administrator to arrive on time for the remainder of the quarter.
- The 6th tardy a student will serve a ½ day in-school suspension to be served in an assistant principal's classroom OR the principal's office OR the parish offices.
- The 7th tardy a parent/guardian will be required to complete 2 observation hours in class within 7 days of the 7th tardy to promote awareness of class interactions and the impact of attendance on students' success.
- Each subsequent tardy will require 2 additional hours of parent/guardian observation.

Early Pick-Up: Students picked-up in the 30 minutes before the end of the day is **HIGHLY DISRUPTIVE** to teachers and students. Unless there is an 'immediate family crisis' OR an unexpected and reasonable need, students may not be picked-up early.

Vacations away from academic calendar days: Families are to 'make every planning effort' to arrange extended family trips compatible with non-school days and school breaks. Special circumstances can arise and **must be pre-planned with administrative approval and collaboration with the school main office**. Pre-planning does not include coming in the afternoon of a scheduled flight and asking for student work to be provided, or similar practices. An unplanned extended vacation carries the potential to be recorded as an unexcused absence.

ATTENDANCE REFERENCES from STATE of WISCONSIN STATUTE:

Truancy means any of the following:

- *Any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of the absence by the pupil's parent or guardian.*
- *Intermittent attendance carried on for the purpose of defeating the intent of the compulsory school attendance law. [s.118.16(1) (c) Stats.]*
- *Truant means a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester.[s.118.163 (1) (d) Stats. 1997 Wisconsin Act 239]*
- *Habitual Truant means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. [s.118.163(1) (a) Stats. 1997 Wisconsin Act 239]*

Per St. Vincent Pallotti Tardy Policy, if a student has 14 tardies in one semester, local law authorities will be contacted concerning the habitual truancy. This includes Children's Services, the District Attorney, or the local city truancy officer.