

Absences Procedure

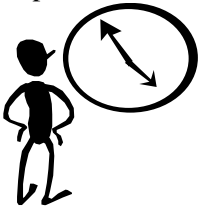
Reporting Student Absences

When reporting student absences to the office, we ask that you please call 477-4721 press “1” at the prompt, and leave the following information: Student’s Name, Student’s Teacher, Reason for Absence, and Name of Person Calling.

****Please remember that whenever a student is absent from school, state law and student safety requires a parent contact. A phone call or a note must be received from a parent with a valid excuse in order for the child to be considered excused. For your convenience, school voice mail will allow you to call at any time of the day or night. Also, be sure the school office has a current phone number or cell phone number to contact you.****

Understanding Excused vs. Unexcused

When a child is late, he or she may be considered tardy or truant depending on the situation. A student has an excused tardy if he/she has a valid excuse when returning to school such as: doctors’ appointment, personal illness, bereavement, family emergencies, court appearances and reasons accompanied by a parent note if approved by the principal. A student who is considered unexcused tardy or unexcused absence, is a student whom is absent from school without a valid reason or cause for all or any portion of the school day. Invalid reasons include but are not limited to oversleeping, missing the bus, being late due to doing homework, taking another child to school, and watching TV. If a student acquires six unexcused tardies, a formal letter is mailed informing the parent they are unexcused. After the warning letter, if the child continues to be tardy, they then become truant. The child will receive two truant warning letters before the fine of \$75.00 is implemented. When this fine letter is sent to the child, the parents will need to appear in court to resolve this matter. If there are any questions or concerns, please feel free to contact the office.



Tardy Detention

Washington and Wilson School implemented a procedure to handle students who have chronic tardies. If your child is tardy to school (late without a valid reason), he/she will serve a 15-minute detention at recess time. During this detention, he/she will either be working on homework or reading a book. When a child is tardy, they are missing out on valuable teaching time with their classroom teachers. ***This is just a reminder that our students begin entering the building at 8:00am and are expected in their classrooms by 8:10am.*** Please help your child to be on time each morning.