

## **DODGEVILLE ELEMENTARY SCHOOL ATTENDANCE GUIDE:**

### **PLEASE NOTIFY THE SCHOOL OFFICE RATHER THAN TEACHERS WHEN REPORTING ABSENCES.**

Students are expected to be in school except in case of emergency, illness, or school approved absences.

#### **Steps to follow when absent:**

1. Please call before 7:55 am on the first day the student misses or Safe Arrival procedures including a phone call will be put into place, a home visit could occur.
2. A doctor's statement may be required for an extended illness. (3 days or more)
3. If your child cannot go out for recess or participate in P.E. a signed note stating the reason for being excused from P.E. or recess is required. This may also require a doctor's statement.
4. Make-up work is required when applicable. Sufficient notice should be given to the teacher when make-up work is required.
5. **Extended, planned absences should be communicated to the school office at least one week prior.** A meeting with school staff regarding a make-up work plan will need to be arranged prior to the extended absence. Direct instruction cannot always be replicated; therefore, families are encouraged to schedule family vacations around the school calendar.

#### **Tardiness**

1. A student is tardy after 7:55.
2. Tardiness can apply to truancy policies and are counted as unexcused.
3. Students should report to the office when arriving late to receive a tardy pass.

#### **Parents must sign in students who are tardy.**

4. A request for an excused tardy must be made prior to the tardy.

### **COMPULSORY SCHOOL ATTENDANCE**

[See School Board Policy](#)

### **TRUANCY**

[See School Board Policy](#)