

Attendance

In accordance with State law, all children between the ages of 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, fall under one of the exceptions outlined in the State Statutes, or have graduated from high school.

Please note that an adult student (18 years older) is not exempt from complying with policy enacted by the Board of Education or school administration. All school rules are binding regardless of age.

Absences

When reporting an illness related absence, parents are asked to phone their child's school attendance line prior to the start of the school day. The school personnel will contact parents of a child's absence in the event a parent does not contact the school office by phone.

School	Attendance Line
Bay Harbor Elementary School	662-8888
Forest Glen Elementary School	662-7958
Howard Elementary School	662-9732
Meadowbrook Elementary School	662-5036
Suamico Elementary School	662-9808
Lineville Intermediate School	662-7875
Bay View Middle School	662-8184
Bay Port High School	662-7248

Absences—Pre-Excused

Unless a dire emergency exists, all absences from school that are not related to illness or injury must be requested in writing at least 48 hours in advance in order for the absence to be officially recorded as excused. If the request is approved, the student will be provided with an assignment make-up slip, which must be routed to the student's teachers for signatures and to obtain make-up work. The assignment slip must be returned to the school office prior to the departure date or all absences will be recorded as unexcused.

Make-up assignments issued prior to departure must be completed and turned in upon the student's return to school. Make-up assignments and tests issued after the student's return must be completed within the time specified by the teacher or a grade of "incomplete" will be received.

Parents are cautioned not to request absences from school for vacation travel, hunting trips, and family matters and assume approval if their student is doing below-average work, has poor study habits and/or is habitually late with class assignments. It is strongly suggested in such cases that the parent contact the school and discuss the matter before finalizing plans with their child.

Failure to obtain an approved absence will place your child in greater jeopardy upon return to school in terms of not meeting learning expectations for make-up work and final grades.

Tardy

Students are given every opportunity to be punctual for school and/or class. A student who is tardy may be subject to disciplinary action.

Truancy

According to State law, any student missing all or part of any school day without an acceptable excuse is considered truant and may be subject to disciplinary action.

Ref. Administrative Policy 5200

