

IMPORTANT WHS ATTENDANCE INFORMATION

***Please be sure to read the Attendance Policy information in the WHS Student Handbook, pages 17-19.**

WHS hours for students are 7:30 a.m. to 1:54 p.m. Early dismissal from school is discouraged. As stated in the WHS Student Handbook, page 18: *“Dismissal may be made only by an administrator or by the school nurse. In the case of illness, the school nurse, after consultation with a parent, shall determine whether a student may be dismissed.”* Only if it is **absolutely necessary** for a student to be dismissed for a legitimate reason that cannot be scheduled after school hours, **the procedure is: the student should bring a note to the Attendance Office upon arrival in the morning where they will be given an Early Dismissal Pass**. Be sure the note gives the correct time and the reason for the dismissal. Any legitimate appointment **must** be followed up with an **official** note from the office the student visited to be considered as an excused absence. **This process eliminates unnecessary classroom disruption. Calling into classrooms where instruction is taking place deters from successful learning of students, and is generally discouraged by the administration.**

The same procedure as above applies when a student's tardy is due to a legitimate appointment that could not be made **after** school hours. The student must arrive with the official note from the office he/she visited that morning. As stated in the WHS Student Handbook: *“Students will receive disciplinary action for every tardy that follows the third (3rd) tardy, **regardless** if a parent calls in or if a parent note is sent to school.”* Also, parents may excuse **only** 3 tardies for the year before disciplinary action may take place. Students arriving tardy must report to the Attendance Office to check in and be given a pass to class. Students purposely bypassing the Attendance Office will be referred for disciplinary action. Students should always enter the building through the main lobby doors.

When calling the Attendance line at ext. 14 to report a student's **absence or tardy**, please clearly state, the student's name, your name and relationship and the **reason**. Any call with no reason given will be considered unexcused. Please be confident in leaving a message; the attendance line is checked continuously throughout the day.

At 9:00 a.m., School Messenger automatically sends out a message to all parents when their student is marked absent with an 'A' in the Power School student information system. If you should receive this message but you had called your student out in the morning, please be assured that your message was received. It is not always possible to enter everything by 9:00 a.m. because of the volume of calls or tardies occurring that morning. You can log-in to your Power School parent portal to verify your call's entry.

Every student in WHS is required to attend school for the 184 days of the school year. Students who exceed the 16 day absence limit for full-year courses or the 8 day absence limit for half-year courses may be referred for an Attendance Appeal (WHS Handbook, page 19). Any student who is legitimately absent should have a parent call-in or an official note submitted to the Attendance Office **within 2-days** of the absence, or it may not be excused. In contrast, there are no “skip-days” at Wolcott High School. Any student who individually decides to go against this policy and skip classes for a day is considered absent with an 'A' and should not have a call-in.

If there are any questions on the above information, please call Mrs. Reis in the WHS Attendance Office at any time between 7:00 a.m. to 3:00 p.m. - 203-879-8164, ext. 14.