

STUDENT ATTENDANCE
Procedures as Designated by KUSD Policy/Rule 5310, detailed here
- <https://www.kusd.edu/wp-content/uploads/2021/02/5310.pdf>

Call our **attendance line, 262-359-8440**, to report your student(s) absences leave a detailed message, which includes the first and last name of your child, their grade, reason for absence, your name and relationship to student. A pre-arranged absence form (found on our website, harborside.kusd.edu, parent tab) to be used for absences such as vacations, college visits, etc. If you need to pick up your student during the day, please send them with a note to bring to the office in the morning to get a pass.

Good attendance is a habit necessary for success in life – try not to miss school unless necessary! Wisconsin law requires students to attend school regularly during all scheduled school hours, with the exceptions of certain religious holidays. A STUDENT CANNOT BE EXCUSED MORE THAN TEN TIMES IN A YEAR WITHOUT WRITTEN DOCUMENTATION FROM A PHYSICIAN. In conjunction with the citywide truancy ordinance, it is our commitment in KUSD high schools to work diligently with parents and guardians to promote consistent and committed school attendance.

Student Absence Reporting - Students who become ill at school during the school day: When a student becomes ill during the school day, they need to request a pass and report to the office. **STUDENTS ARE NOT TO TEXT A PARENT DIRECTLY WITHOUT LETTING OFFICE STAFF KNOW THEY ARE SICK.** The office will have the student call home and talk to the student's guardian regarding the student's health. If the parent/guardian approves for the student to go home, the office will give the student a pass to wait for a ride by the west doors or if the student drives or takes the bus, with parent approval, the office will give the student a pass to go home "sick". Students who contact their guardians directly without staff knowledge that they are sick will have to report to the office along with their parents to sign out. Upon returning to school after an absence, a student has the responsibility, within the number of days equal to the length of the absence or suspension, to meet with the teacher to develop a plan for making up missed work, quizzes, and examinations. A truant student has the responsibility, on the first day he or she returns to the course/class, to meet with the teacher to develop a plan for making up missed work, quizzes, and examinations. Lower grades may not be given late work due to excused absences, suspension or truancy, unless the work is submitted later than agreed upon deadlines.

Loitering/Hall Wandering - Students are expected to be in assigned areas based on their schedule of classes. Not being where assigned is a disruption to the learning climate of the school. Consequences for loitering will range from detention, in school suspension (ISS), out-of-school suspension (OSS), loss of hall pass privileges or a combination of any or all of these. Repeated violations will require a parent conference and the police may be called when students fail to cooperate with school authorities.

Class Releases - Students who have official school/class release such as: Youth Options Program (YOP), Student Partnership, Senior/Junior releases, and Individual Education Plan releases, etc., are not allowed in the building during their release time without permission from an appropriate school official. Students who are found in the building during their release time are subject to disciplinary action such as loss of release and mandatory study hall attendance; out-of-school suspension and/or a trespassing Involvement may be issued.

Trespassing -Students (and others) who have been informed not to be on school premises or who have no permission or authorization to be on school premises may be issued a ticket for trespassing. Other consequences may include detention, out-of-school suspension, or a combination of any or all of these.

Field Work - Due to the EL Education model, walking trips, site visits, off site research, and community field work will be a regular part of the curriculum. All Harborside students will be participating in school-sponsored field work and must have a completed Field Work Permission form signed by a parent or guardian. This blanket request gives permission for the student to travel within Kenosha County for field work within the community and will be kept on file in the Main Office. *Field work is not considered an absence. Students should not be marked absent in any class if they are participating in field work. Students should check with their teachers upon return to see that they were not marked absent. Homework from the missed classes must be made up.* Parents are encouraged to call ahead before dropping in to pick up a student.