

Dropping off / picking up of students

City ordinance forbids parking along the same side of any of the streets bordering the school. For that reason, do not park on the north side of 73rd St. near the Auditorium or the south side of 71st St. The parking lot on Sheridan Road may be used. Exit by way of 73rd St.

Morning supervision begins at 7:45 a.m. Please do NOT leave students unattended on the playground. Before school care is available for those needing to drop off earlier than 7:45 a.m.

All students will enter and be dismissed to the parking lot. Enter 71st St from 14th Avenue, pull onto the parking lot following the white line. Drop the children off. Then everyone **MUST** leave by the driveway turning right onto Sheridan Road.

Students may ride their bicycles to school with parent and principal permission. Please make arrangements with the office.

Please abide by these rules. There is a diagram on the reverse to further explain the drop off procedure.

Tardiness and Absenteeism

It is the shared responsibility of the school and parent to help students to develop habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance.

Absences are sometimes necessary due to illness; medical appointments or whenever the principal considers that exemption from attendance is in the best interest of the pupil. Such absences will be recorded in the legal attendance records.

Pupil absence for all or part of the school day must be excused each day. Please phone the office at 656-7360 or send a note with the student when returning to school.

A student arriving at school after 7:55 a.m. is tardy, and must report to the office in the Main Building to receive an admit slip. Parents must accompany their child and sign them in as tardy.

1. **Truancy:** Section 118.16 (1) of the Wisconsin statutes states: "Truancy" means any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or guardian of the absent pupil; and also means intermittent attendance carried on for the purpose of defeating the intent of the Compulsory Attendance Law.
2. **Release of Pupils:** The principal may release a pupil during the day upon written request of a parent or legal guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal parent or guardian. Such absences will be recorded as an absence in the official school records.

No student may leave the school playground during noon intermission without the expressed permission of the Principal. Each student must have a note from his/her parent(s), stating the reason for the permission. All students must be picked up and returned to the school's main office.

Telephone messages will be relayed to the student if requested. Messages to the teacher will also be handled in the same manner.