



1200 E. Fairmount Avenue Whitefish Bay, WI 53217

P: 414-963-3921 F: 414-963-3959

www.wfbschools.com

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Greetings Whitefish Bay Families,

We hope this message finds you well. This communication provides families with important and timely information regarding student attendance requirements in the State of Wisconsin related to illnesses, as well as habitual truancy. The information provided is in alignment with Compulsory School Attendance, Wis. Stat. sec. [118.15](#), and School Attendance Enforcement, Wis. Stat. sec. [118.16](#).

School attendance is a key factor in overall student wellbeing, healthy development, learning, and overall achievement. Students must attend school consistently in order to successfully develop the skills, knowledge, and dispositions that prepare them for their next levels of learning, including graduation and beyond.

Frequent absences from school disrupt the continuity of the instructional process and erode growth in academic and social and emotional domains. Poor attendance negates the benefit of regular classroom instruction and learning cannot be entirely regained, even by additional help.

The following Frequently Asked Questions (FAQ) information will help clarify important components of the attendance policy and procedures. All aspects of the District Attendance Policy, Rule, and FAQ are in alignment with State Statute. Related statutes are included at the end of this communication.

1. [My child is going to be absent from school. How do I report their absence?](#)
2. [I forgot to notify the school of my child's absence, what should I do?](#)
3. [My child needs to leave during the school day for an appointment or other reason. What should I do?](#)
4. [We are going on vacation or have a multiple day pre-planned absence. What should I do?](#)
5. [If my child will be absent from school, can I access the work that has been missed?](#)
6. [What is the procedure for make-up work when my child misses school?](#)
7. [My child has a physical or mental health condition that is preventing them from coming to school. What should I do?](#)
8. [I am struggling to get my child to come to school and I need support. What should I do?](#)
9. [How many parent excused absences are we allowed to have? What are acceptable reasons for a parent excused absence?](#)
10. [What happens if my child exceeds their 10 days of acceptable parent excused absences?](#)
11. [What if my child needs virtual learning during the school year?](#)
12. [Who should I contact should I have any questions about student attendance?](#)
13. [What are the laws and policies about school attendance?](#)

1. My child is going to be absent from school. How do I report their absence?

Prior to the absence, provide a written note, email, or phone call to report the absence in the following manner for each individual building listed below:

Elementary Procedures:

Cumberland Contact Cumberland.healthroom@wfbschools.com or 414-963-3943, extension 3.

Richards Contact Richards.healthroom@wfbschools.com or 414-962-6810, extension 3
Include your child's name and the reason for the absence. Voicemail allows for calls to be made during non-school hours.

Whitefish Bay Middle School Procedures:

Contact middleschool.healthroom@wfbschools.com or (414) 963-6818.

Include your child's name and the reason for the absence. Voicemail allows for calls to be made at any time.

Whitefish Bay High School Procedures:

Complete one of the following options for reporting your student absent. Include your child's name, date(s)/period(s) of absence, and the reason for the absence.

- a. Send a written note with your student to deliver to Audra Albañil in the high school main office
- b. Contact audra.albanil@wfbschools.com
- c. Call 414-963-3993, leave a voicemail if no answer.

2. I forgot to notify the school of my child's absence, what should I do?

In the case of unreported absences, the school will attempt to contact parents/guardians as early as possible. When a parent/guardian does not contact the health room, the absence is always marked as unexcused. As soon as possible, provide a written note, email, or phone call detailing the reason for the absence. Utilize the contact information noted in question #1 as your method for documenting the absence of the building your child attends.

3. My child needs to leave during the school day for an appointment or other reason. What should I do?

- a. Prior to the partial day absence, provide a written note, email, or phone call to the building contact consistent with the response in question #1 above.
- b. If returning to school following the appointment, please have your student enter at the main office and then proceed to check in with the attendance office upon their return to school. This will ensure accurate attendance documentation.
- c. If medically related, ask the provider for a written note and provide the note to the appropriate staff members/contacts listed in the response to question #1.

4. We are going on vacation or have a multiple day pre-planned absence. What should I do?

Prior to the multiple day pre-planned absence, provide a written note, email, or phone call for the anticipated absences inclusive of date of return. Utilize the contact information noted in the answer to question #1 as your method for documenting the absence of the building your child attends.

A student may be excused by the parent or guardian for **not more than 10 school days in total** in the school year. Medical absences documented and excused by a third party medical provider do not count towards the 10 day parent excused total amount of days. The child is expected to attend school each day school is in session, unless he/she is excused from school attendance for any of the reasons listed in the excused absence section of [Board Policy 431](#).

5. If my child will be absent from school, can I access the work that has been missed?

If a student needs to remain home for a short period of time, the District will utilize the Learning Management Systems or other types of communication at the various levels to convey learning activities and expectations as outlined below by level:

- a. **Elementary Schools:** If a student is absent, the parent/guardian should contact the main office of the school by 11:00 am so that the teacher can gather any necessary materials to be picked up after school in the main office. Reach out to your classroom teacher for additional information.
- b. **Middle School:** Staff will update the Homework Hotline daily. Regardless of absence type, students should check the Homework Hotline daily. Homework hotlines may direct students to Canvas, or other digital resources. Should a student need additional support, they should email their teacher with the question.
- c. **High School:**
 - i. It is the student's responsibility to contact their teachers to make arrangements for making up work missed during an absence from school. Considerations for extensions will be given in the event of extenuating circumstances. Extensions will be granted at the teacher's discretion.
 - ii. In the event of anticipated absences such as family trips or college visits, parents must notify the Attendance Secretary. Prior to the absence, students are responsible for making arrangements with each teacher to obtain and complete all work to be assigned during their absence.
 - iii. Teachers use Canvas and/or email to communicate expectations to students when they are gone on extended absences.

6. What is the procedure for make-up work when my child misses school?

Elementary - No makeup work will be given prior to student absences with the exception of religious holiday observances. Necessary makeup work will be assigned upon the child's return to class with a time allotment reflective of the amount of school days that were missed.

Middle School - It is the student's responsibility to contact teachers and make arrangements to make up any work they may have missed during an absence from school. Students are granted the number of days absent, plus one, to turn in make-up work. Grade level homework is also posted daily after 3:20pm on the Homework Hotline which is available on the middle school website.

High School - It is the student's responsibility to contact their teachers to make arrangements to make up any work they may have missed during an absence from school. Considerations for extensions will be given in the event of extenuating circumstances. Extensions will be granted at the teacher's discretion.

7. My child has a physical or mental health condition that is preventing them from coming to school. What should I do?

If a child is temporarily not in proper physical or mental condition to attend a school program but can be expected to return to a school program upon termination or abatement of the illness or condition, please reach out and collaborate with building administration and/or pupil services staff members regarding the concern.

An excuse under this criteria shall be in writing and shall state the time period for which it is valid, not to exceed 30 days. In this circumstance, with the required documentation from a third party medical professional, the child can be excused by the District under the authority of the School Board.

8. I am struggling to get my child to come to school and I need support. What should I do?

If your student is exhibiting school avoidance behaviors, we encourage you to reach out to the school administration and/or pupil services staff members for strategies and resources. A parent/guardian of a child temporarily not in proper physical or mental condition to attend a school program should follow the recommendations identified in question #7.

9. How many parent excused absences are we allowed to have? What are acceptable reasons for a parent excused absence?

A student may be excused by the parent or guardian for **not more than 10 school days in total** in the school year. Medical absences documented and excused by a third party medical provider do not count towards the 10 day parent excused total amount of days. The child is expected to attend school each day school is in session, unless he/she is excused from school attendance for any of the reasons listed in the excused absence section of [Board Policy 431](#).

10. What happens if my child exceeds their 10 days of acceptable parent excused absences?

- a. Families will receive a letter from the school alerting that the student is approaching the limit of 10 days of acceptable parent excused absences. Additional attendance

letters may be sent at intervals consistent with [Policy Rule 431 Attendance Procedures](#).

- b. Parents of students who reach this limit of 10 acceptable parent excused absences within a school year will be required to provide a medical excuse for days beyond 10. Failure to do so will result in subsequent absences being coded as unexcused. In addition, the accumulation of 5 or more unexcused absences in a semester will be considered as habitually truant according to state statute.

11. What if my child needs virtual learning during the school year?

For extended needs that might require virtual learning, the School Board approved the Virtual Learning Partnership with Kiel Area School District. This program would serve a small population of students that require a virtual learning option in the 2023-2024 school year, and will require a semester-long commitment and at-home support from families. Any additional questions should be directed to your child's building principal.

As per state statute, both the in-person and virtual learning requires that students/families who attend the District are residents, open enrolled, tuition waiver or are part of the Chapter 220 program. If you are traveling or will be out of the District for extended periods of time during the school year, neither in-person nor virtual learning will be available. As in the past, you would need to withdraw from the District and re-enroll upon your return. .

If you have a specific need related to your child's learning, please reach out to your building based administrator or the pupil services staff to discuss the needs and potential options.

12. Who should I contact should I have any questions about student attendance?

Contact your student's school Associate Principal should you have any questions regarding your student's attendance.

13. What are the laws and policies about school attendance?

The following links will direct you to the appropriate documents related to District Policy, District Procedures related to attendance, and the appropriate State Statutes pertaining to attendance in Whitefish Bay School District:

[District Policy 431 - Attendance](#)

[District Policy Rule 431 - Attendance Procedures](#)

Wisconsin State Statutes:

[WI Stat 118.15, Compulsory school attendance.](#)

[WI Stat 118.153, Children at risk of not graduating from high school.](#)

[WI Stat 118.16, School attendance enforcement.](#)

[WI Stat 118.162, Truancy committee and plan.](#)

[WI Stat 118.165, Private schools.](#)

[WI Stat 118.18, Teacher reports.](#)