

EXTENDED ABSENCES

It is the school's responsibility to provide students an opportunity to learn. Schools can only provide that opportunity if students are actually in attendance. Families who remove their children from school for extended vacations put their children at risk. Students' chances for success in mastering outcomes and benefiting from the various learning activities that schools provide are reduced when they are not present.

When scheduling vacations, please keep in mind that the time missed from school can never really be "made up." The classroom discussion that occurred will not happen again. However, we understand there are times when a vacation during the school year is a family's only option.

Teachers are not responsible for gathering future assignments to be done prior to or while on vacation. Missed assignments will be held by the teacher. When the student returns he/she will be given the make-up work. The absence will be considered unexcused until the work is completed at which time the absence will be excused provided the student has requested prior approval for the absence.

Special situations (e.g. competitions or performances) may arise during the school year. These absences will be handled the same as vacations, with the work being made up when the student returns.

We respectfully encourage that you consider carefully the educational impact of a family vacation during the school year. Our wish is to maximize your child's school success and we can do that best when your child is present each and every day.

Please refer to the district policy (Attendance Policy and Truancy Procedures, 433) for further information.

RETURNING TO SCHOOL OR LEAVING SCHOOL DURING THE SCHOOL DAY

Students who must leave school during the school day for an appointment or illness must be picked up at the Brooklyn Office. The student should sign out at the office. Students returning to school during the school day must sign in at the office before returning to class. This includes students who are late for school. They will receive a pass to be admitted to class.

ILLNESS OR INJURY

A student who becomes ill or is injured should report to the health office. Parents will be notified, depending on the severity of the injury or illness, or if the student

requests staff to call parents. If the student needs to leave school, parents are responsible for pick up, or arranging for another responsible adult to do so. Office staff will need to know the name of this person prior to the student being released from school. Under no circumstances is a pupil to leave the building during school hours without first notifying the office. All parents must provide the telephone numbers for each parent's work and home telephone number. Also necessary is the name and phone number of at least two additional adults who can care for your child in the event neither parent can be reached. Please contact the school secretary (835-4591) to update emergency contact information if it changes.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Before a student plans to withdraw or transfer from school, he/she should bring a note from his/her parents explaining the situation. It would be appreciated if the parent would notify the teacher and the office one week prior to withdrawal and also the last day of attendance. The pupil will then receive instructions regarding the return of textbooks and library books.