

WHS ATTENDANCE GUIDELINES

1. **Who do I call to report that my child will be absent?** Parents must call 882-6354 to notify the attendance clerk of your child's absence from school.
2. **How many absences are allowed?** Students are allowed 5 absences in each class during each quarter term of school.
3. **How much time will my child have to complete work after an illness?** Generally, the time period allowed for make-up work will be 2 school days for each day missed. Students and teachers should make arrangements to complete missing work when the student returns to school.
4. **Do I need to send documentation?** Documentation from a medical institution for a medical appointment or emergency is strongly recommended and will always be excused.
5. **Where should a student go when arriving after classes have begun?** If a student is less than 10 minutes late for class, they should go directly to their class. Students arriving more than 10 minutes after classes have begun must first report to the attendance window. Parents may excuse their child twice each quarter for arriving late to school for special unpredictable situations.
6. **What does a student do when leaving during the school day?** When a student needs to leave school hours for any reason other than school activities, authorization must be granted from the attendance clerk, nurse, or assistant principal's office.
7. **Will WHS call me if my child is absent?** Parents/Guardians are asked to notify the school each time their child is absent from school unless the absence is a school activity. If there has been no notification of the absence prior to 9AM, the school will call the home and every reasonable effort will be made to contact the parent.
8. **What are acceptable reasons for my child to be absent?** Students will be excused when the parent calls the school to excuse their child for illness, medical or legal appointments, weddings, funerals, family vacations, inclement weather. Other appointments (ie: haircuts, tanning, etc.) should be made outside school hours.
9. **Will my child be excused if he/she visits a post-secondary school?** Juniors will be allowed 1 day and seniors will be allowed 2 days a year to visit a college/technical school. These absences will be in addition to the 5 days allowed each quarter.
10. **Can my child leave for lunch?** All freshmen and sophomore students are required to be in the cafeteria during their scheduled lunch period. Students without open lunch privileges may leave for lunch only when accompanied by their parent or guardian. The parent or guardian must report to the attendance window and sign them out prior to leaving with the student.