

## **SCHOOL DAY**

Final Morning Bell (Class Starts) 8:05 A.M.

Dismissal Bell 3:05 P.M.

**(Students may begin arriving at 7:55 A.M. when Bay Lane's doors open)**

## **ENTERING AND LEAVING SCHOOL GROUNDS**

All students need to enter the building in the morning via the south entrance, or rear of school, if being dropped off by parents or the north entrance, front of school, if riding the bus to Bay Lane. This is for supervision and safety reasons. Thank you for your support.

Students are not to leave the school grounds unless dismissed by teachers, staff members, or principals or by bell at the end of the school day. This rule is made and enforced for the safety of each student.

## **EXCUSED ABSENCES**

Parents are required to call the school (262-971-1810 #2 for attendance) prior to 8:05 a.m. if their child is going to be absent from school. This is imperative so that Bay Lane Middle School personnel are aware for attendance as well as safety.

**NOTE:** If a student misses 5 or more consecutive days and/or accumulates 10 days of absences due to illness, they will be required to bring a doctor's note for every additional absence in order to be excused. If these illnesses are due to a chronic medical condition, special religious holidays, or other extenuating circumstances, please contact the Associate Principal or Principal.

## **APPOINTMENTS AND PRE-EXCUSED ABSENCES**

Please call the office and send a note with your child to be given to the office for any appointment, or if your family is taking a special vacation, special trip, etc. the students should bring the note to the office between 7:55 a.m. and 8:05 a.m. to receive a pass. A phone call from the parent/guardian the day before the event is acceptable as well.

## **APPOINTMENT PASSES**

Passes are given to students with the time the student is to leave the building. The student keeps the pass and gives it back to the security office when he/she returns. If he/she does not check into the security office upon returning they will be counted absent the entire day. A parent/guardian is required to sign out their student to leave the building, it is not necessary for a parent to accompany the student back into the school upon return.

## **VACATION OR PRE-EXCUSED**

A form is given so the student may get assignments prior to his/her time off and so the office knows the student will be gone and not counted truant. This form can be picked up in the Main Office. You can also find this form in the Parents/Students Section under Forms on the Bay Lane website. The Form is called a Planned Absence Form and will need a Parent/Guardian signature prior to returning to the office after completion of the form.

## **MAKE-UP WORK**

Students must make arrangements with their teachers to make up work due to an absence. THE RESPONSIBILITY FOR MAKING UP MISSED WORK LIES WITH THE STUDENT, NOT THE TEACHERS. Make-up work must be attended to as soon after the absence as possible. Each teacher will determine the amount of time permitted for make-up work. If a student fails to make up work within the period provided or makes no other arrangements for doing so, he/she may receive a failing grade for the work involved.

### **HOMEWORK REQUESTS**

Homework may be requested when the parent(s) call in to report the absences, however, if a request is not made until later in the day, it cannot be guaranteed the a.m. teachers will see the request and homework be assembled. PLEASE do not make special requests for homework. The time homework can be picked up is **3:30 p.m. on the table outside the office**. We cannot accommodate different requests for times for homework pick up. Please plan accordingly.

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### **TARDINESS**

When tardy to school, the student will report to the office. Students are expected to be on time to school each day. Students who are not in their seats and ready to begin when the bell rings will be marked tardy. The fifth tardy, and every tardy thereafter, each quarter, may result in a thirty-minute detention that will need to be served after school that same day or the next school day. Tardiness between classes will be handled and/or reported to the office by the teachers.

### **COMPULSORY SCHOOL ATTENDANCE AND TRUANCY**

A pupil who does not attend school violates not only school regulations, but also Sections 118.15 and 118.16 of the Wisconsin State Statutes. Refer to the District Student Handbook for further information. As soon as a student has been determined truant, the parent will be contacted, and a letter of truancy sent home. If further trancies occur, procedures established by the Board of Education will be followed. Students who have been truant will report to the Principal's Office for readmission.