

St. Coletta Day School of Milwaukee

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9/13/2019

Dear families,

Thank you again for the great turnout at the Parent meeting Wednesday night. For those of you who were not there, we highlighted two of our revised policies: the attendance policy and the dress code policy. These needed to be revised because we have noticed issues with both policies. Please refer to your Family Handbook for details and adherence to the policies.

Specifically for the attendance policy, it is absolutely necessary for you to call the school office (414-453-1850), or email the school's email (scdsmke@gmail.com) to let us know if your child will not be at school OR if they will be late. You are also able to email the homeroom teacher directly, HOWEVER, there is no guarantee that the homeroom teacher will have time to check their email before 7:30. That is why it is best to contact the school office. This needs to be done by 7:30 AM, so that the office has time to inform the teaching staff. This is an important safety issue. If the student is not on the bus and we have not heard from you, we can only assume that the child could be missing. Let's avoid this situation and follow the procedure. The last thing anyone wants is a missing child.

-The Attendance Policy can be found:

- In the Family Handbook; pages 9-11.
- On the school's website; <https://www.scdsmke.org/family-handbook.htm>

Here is how to report an absence...

Notification of an Absence:

The safety and well-being of the students is our first priority. When a student will be absent from school or, the parent is expected to call the St. Coletta school office (414-453-1850), or email the classroom teacher before 7:30 a.m. If a staff member is not available, a message may be left on the school voice mail. When calling please be sure to indicate your name, the student name, and the reason for the absence. If a parent/guardian or adult student does not contact the school office by 7:30 a.m. to notify staff of your student's absence, your student is considered unexcused. After 7:30 a.m., parent/guardian or adult student will be contacted if the absence has not been reported by an adult to ensure your student's safety and whereabouts, and the absence is recorded as unexcused.

When a student is absent for any portion of a day(s), please send a written note with the student indicating the date, time and the reason for the absence. This would also include any late arrival or early dismissal plans. In the case of planned absences (e.g. vacation, funeral), prior written notice should be provided.

Regarding Tardiness: If your child is going to be tardy / late - Please call the school office to let us know, so that we know your child is safe, and so that staff will not need to take time away from the other students because they are trying to locate your child. When you arrive, you must; 1) escort your child into school using Door #16 / St Sebastian school's front doors, 2) sign in at the St Sebastian school office, and 3) escort your child to their homeroom. Do NOT just drop your child off on the playground. Once the school day starts - Door #15 / St Coletta doors are closed, and teaching staff cannot open them for late arrivals.

Please do not call the teachers on their personal cell phones to report an absence or tardiness - they will only tell you that you will need to call the school office.

We have tweaked these policies and procedures because we want you to know that we all take our job seriously and that student safety is a high priority for us. You can help us to do that by following the guidelines that are established.

Thanks,
Mr. Bill

