



PORT WASHINGTON-SAUKVILLE SCHOOL DISTRICT

We educate all children to reach their greatest potential.

Elementary School Absence/Homework Protocol

Pre-Excused Absence Process

If you have a planned absence, please complete our Pre-Excused Absence Form located on each school's website or through the links provided below and contact your child's teacher for any make-up assignments.

- DES: [DES Pre-Excused Absence Form](#)
- LES: [LES Pre-Excused Absence Form](#)
- SES: [SES Pre-Excused Absence Form](#)

Absence/Tardy

If your child is going to be absent, please call your school's attendance line listed below by 9:00 A.M., on the morning of the absence. Please note: If we do not receive a call or email your child will initially be marked unverified. If there is no follow up contact regarding this absence, it will then be recorded as unexcused.

- DES Attendance Line: 262-268-5701 or Alicia.Bornhofer@pwssd.k12.wi.us
- LES Attendance Line: 262-268-5801 or Laura.Scharnweber@pwssd.k12.wi.us
- SES Attendance Line: 262-268-5901 or Judy.Heinzen@pwssd.k12.wi.us

Absence/Homework Protocol

When students are absent for any length of time, educators will utilize Seesaw or Google Classroom to communicate assignments and provide information to support your child's learning at home. Teachers will prepare any necessary materials, and these resources may be picked up in our main office entryway during school hours. Please communicate with your child's teacher to know when items are ready for pick-up. For students that are out for a significant amount of time, more than 5 school days with medical verification from a doctor, we encourage students/parents to contact their child's teachers to develop a learning plan that best meets their needs. Our goal is to individualize the plan for the student and family. To do so, we need to gather information from the parents as to what works best for each unique family situation.

Positive relationships between parents, student and teacher is the key component for learning to occur during a period of absence. Our district educators are here to support the learning of all students. We ask that you reach out and connect with them. Virtual or synchronous learning in real time (live streaming) may not be an option, but there are other alternatives that teachers can use to support students who are absent.



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Grades 5-12 Absence/Homework Protocol

Pre-Excused Absence TJMS / Notification of Absence PWHS Process

- TJMS: If you have a planned absence, please complete our [TJMS Pre-Excused Absence Form](#) AND contact teachers for any make-up assignments.
- PWHS: If you have a planned absence, please obtain the **Notification of Absence Form** located in the main office and contact teachers for any make-up assignments. NOTE: these are **notifications** of upcoming absences so the student and teacher can coordinate what will be missed/needed.

Absence/Tardy

- TJMS: Call the attendance line at (262) 268-6101 prior to 9AM or email Nickie Kimball at nickie.kimball@pwssd.k12.wi.us.
 - Please note: If we do not receive a call or email and the student is marked unverified, our automated school messenger system will send a call and email out to the parent/guardian at 10:25AM. Another call and email is sent at 6:10PM if your student was unverified in the afternoon.
- PWHS: Call the attendance line at (262) 268-5501 prior to 9AM or email at pwhsattendance@pwssd.k12.wi.us
 - Please note: If we do not receive a call or email and the student is marked unverified, our automated school messenger system will send a call and email out to the parent/guardian at 10:25AM. Another call and email is sent at 6:10PM if your student was unverified in the afternoon.

COVID-19 RELATED ABSENCES

Absence - Homework Protocol

If your child has tested positive for COVID-19 or is quarantining due to a close contact, we understand that it can be stressful for all involved!

The most important thing is for your child to get well and return to school as soon as they can.

In the meantime, here are ways we can provide support during a COVID-related absence:

-Encourage your child to communicate via email directly with their teachers regarding the estimated length of the absence. Teachers are available to guide students on what assignments are crucial to complete and which might be waived on a case-by-case basis.

-Remind your child to check directions posted online on PSLearning or Google Classroom for each of their classes to receive the materials and information about how to complete the lessons during their absence. Questions can be clarified by teachers over email.

-If your child needs additional help during their COVID-related absence, they should work with the teacher(s) in the impacted classes to make a plan about how to provide extra support. Depending on the student's needs, the type of class, and the technology available, this may include arranging for one-on-one Google Meets during instructional support time (2:38-3:30pm), video/audio live streaming during class, or other solutions as needed. Individual students may request access from their teacher a minimum of one full school day prior to instruction time.

-Remember that it's okay to focus on just getting well! We can always catch a student up when they return, during resource time, study halls, or after school. Life happens, and we're here to help.