

SCHOOL ATTENDANCE

There must be a direct correlation between school attendance and academic achievement, therefore; the Granton Board of Education establishes and the Administration endorses the following policy:

1. Parents must accept the responsibility for requiring their children to attend school so as to comply with school policy and Wisconsin law. When it is necessary for a student to be absent for "good cause" during the school day, parents are encouraged to call the school officials and inform them. The office will be open at 7:30 A.M. to receive these calls. When a student is absent and no call has been received, school personnel will phone the home whenever possible. In case of no phone call, a note from the parent is necessary before an absence will be excused.
2. Wisconsin law provides under Statutes 118.6 (Truancy) that the only legal causes for absences are those specified in 118.15(3) and (4):
 - 118.15(3) Any child exempted for "good cause" by the School Board of the district in which the child resides.
 - 118.15(4) Instruction during the required period elsewhere than at school may be substituted for school attendance. Such instruction must be approved by the State Superintendent as substantially equivalent to the instruction given to children of like ages in the public or private schools where such children reside.
 - 118.15(5) All teachers shall report all absences daily to the School Attendance Officer. (The Granton Area School District School Attendance Officer is the Dean of Students).
3. Absences and truancy definition and guidelines
 - A. Definitions

"School Attendance Officer" means an employee designated by the School Board to deal with matters relating to school attendance and truancy.

"Truancy" means any absence of part or all of one or more days from school during which the school attendance officer or Principal has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes (118.15)

"Habitual Truant" means a student who is absent from school without an acceptable excuse, based on the district attendance policies, for either of the following:

- i. Part or all of five or more days in which school is held during a school semester whether consecutive or not.
- ii. Part or all of five or more days in which school is held exceeding the 10 days excused absences in a school year.

The decision of whether or not an absence is "Excused or Unexcused" shall be up to the discretion of the school attendance officer. The attendance policy may be taken into consideration and the parents and student may present whatever evidence they have to show that the absence was "excused based on the above policy".

B. Truancy Guidelines

- i. Part or all of two unexcused absences in a school semester or four excused absences in a school year:
 - a. phone call to parent/guardian discussing attendance
- ii. Part or all of three unexcused absences in a school semester or six excused absences in a school year:
 - a. letter to parent/guardian giving notification of checklist for habitual truant. (see part C)
 - b. referral to school counselor for: Review of school records to consider possible PBIS Team Meeting.
- iii. Part of all of four unexcused absences in a school semester or eight excused absences in a school year:
 - a. certified letter to parent/guardian giving notification of checklist for habitual truant. (see part C)
 - b. meeting with parents, principal, counselor, and student to consider/discuss placement in PBIS Tier 2
- iv. Part or all of five unexcused absences in a school semester or 10 excused absences in a school year:
 - a. certified letter to parent/guardian giving notification of checklist for habitual truant. (see part C)
 - b. referral to Clark County Social Services
 - c. Village of Granton notification for administration of Truancy Ordinance

4. Student Absences:

The responsibility for regular school attendance of a child rests upon the child's parents or guardian.

No absence shall be recorded when a child is physically away from school because he/she is participating in school sponsored, teacher chaperoned field trips, athletic events, workshops, contests, etc.

Each teacher shall submit daily attendance reports to the attendance officer on all students under his/her charge.

Each building Principal shall adopt specific procedures for handling absences subject to the district attendance policies and the approval of the School Board. A written copy of these procedures shall be provided for each student and/or his/her parent(s) or guardian.

A. Excused Absence

All excused absences require parent/guardian/legal custodian written verification, which is to be submitted to the Principal, or attendance officer in advance or prior to readmittance to school.

The District Administrator, Principal, or attendance officer is empowered to approve a legal excuse to any student for the following reasons:

- i. Evidence that the child is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
- ii. An illness in the immediate family, which requires the absence of the student because of family responsibilities.
- iii. Medical, dental, chiropractic, optometric or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours or study halls.
- iv. A death in the immediate family or funerals for relatives or friends.
- v. Religious holidays or attendance at special family celebrations.
- vi. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s) or guardian on a vacation, which cannot be scheduled during non-school time. A parent or guardian shall notify the Principal or attendance officer several days prior to leaving on vacation of the pending absence for the purpose of reviewing the

student's attendance record and overall performance record. Student vacations or trips without parent or guardian accompaniment are not excused absences.

- vii. A court appearance or other legal procedure, which requires the attendance of the student.
- viii. Quarantine as imposed by a public health officer.
- ix. Attendance at special events of educational value as approved in advance by the Principal or attendance officer.
- x. Approved school activities during class time.
- xi. Special circumstances that shows good cause, and is approved in advance by the Principal.

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

- i. It is the student's responsibility to contact teachers to make arrangements for making up work missed during an absence from school.
- ii. Students who miss class for reasons that are determined to be excused will be given an opportunity, whenever possible, to make up work missed when they return to school.
- iii. Special circumstances that shows good cause, and is approved in advance by the Principal.

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

- i. It is the student's responsibility to contact teachers to make arrangements for making up work missed during an absence from school.
- ii. Students who miss class for reasons that are determined to be excused will be given an opportunity, whenever possible, to make up work missed when they return to school.
- iii. Teachers will grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absence unless an exception is granted by the Principal due to extenuating circumstances.
- iv. Examinations missed during an absence will be taken at a time mutually agreed upon by the student and the teacher. (In accordance with the district's make-up work policy).

B. Unexcused Absence

Children who are absent from school with the consent of their parents or guardian, but whose absence does not fall under the reasons listed above, children who skip or are absent for no particular reason shall be considered unexcused.

- i. A student whose absence is considered unexcused must make up all work missed within the number of days absent plus one or a grade of zero may be recorded. Tests are an exception and may be made up at a time mutually agreed upon by the student and the teacher.
- ii. In the case of unexcused absences a student may receive a zero for class participation for all classes missed if participation grades were given the day the student was absent.
- iii. Students have the obligation to obtain, understand, and retain for future reference, and use all materials presented during their unexcused absence.

C. Habitual Truancy

If a student becomes a habitual truant, (see definition), the attendance officer shall notify the parent or guardian of the child by registered or certified mail, when the child initially becomes habitually truant. The notice shall include the following checklist:

- i. A statement of the parent's responsibility under the law to cause the child to attend school regularly.
- ii. A statement that the parent, guardian, or child may request program or curriculum modifications for the child and that the child may be eligible for any at-risk program.
- iii. A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy.
- iv. A statement of the penalties under law that may be imposed on the parent or guardian if he/she fails to cause the child to attend school regularly.

D. Procedure To Follow When Absent

- i. When you are absent from school for any length of time you must:
 - a. Bring a written note from your parent or guardian indicating the time missing and the reason. The student must provide a written note to be excused for an absence.

- b. Check into the office between 7:55 and 8:10 A.M. to record absence.
- c. Students are responsible for the assignments that they have missed. Every effort needs to be made to complete missing assignments.

ii. Advanced Makeup

Granton Area Schools recognize the occasional need for extended absence or emergency situation that may arise. Students who are planning to be absent and know in advance of the time that they will be missing should pick up an advance makeup sheet from the office. The student will be required to obtain the signature and assignments from the teachers. All assignments should be made up prior to the date(s) that the student will be missing. The completed advanced makeup form should then be returned to the Principal's office.

iii. Tardiness: Late for School

Students who arrive late to school must report to the office for a tardy slip. A note from a parent or guardian must be presented in order that a tardy slip is issued.

iv. Late For Class

All students will be in their seats by the second bell. Any students late for class will be recorded as tardy on the student information system. Students that repeatedly are late will serve detention.

- v. It is understood that the normal appeal procedure to the Superintendent and the Board of Education is available.

5. Student Withdrawals

Students may withdraw from regular school attendance prior to the time that they have graduated or that they have reached 18 years of age under the following conditions:

- A. Any child who is 16 years of age may be excused from regular school attendance by the School Board upon the child's request and with the written approval of the child's parent(s) or guardian if the child and the parent(s) or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation. Program or curriculum modifications for the purpose of this requirement include the following:
 - i. Attendance at a vocational, technical and adult education school.
 - ii. Modifications within the child's current academic program.

- iii. A high school work training program if available.
 - iv. Enrollment in an alternative public school or program in the district, if available.
 - v. Enrollment in any nonsectarian private school or program (if one exists) located in the district in which the child resides, pursuant to a contractual agreement which provides for tuition payment.
- B. Any child who is 17 years of age may be excused from regular school attendance by the School Board upon the child's request and with the written approval of the child's parent(s) or guardian if the child and his/her parent(s) or guardian agree, in writing that the child will participate in a program or curriculum modification (as listed above) leading to the child's high school graduation or leading to a Wisconsin High School Equivalency Diploma.
- C. A written agreement shall be drawn up between the child, his/her parent(s) or guardian, the School Board and a representative of the High School Equivalency Program or other program leading to the child's high school graduation. This agreement will state the services to be provided, the time period needed to complete the program(s) and how the student will be monitored.
- D. The School Board, or their designee, will monitor the written agreement at least once each semester. If the School Board, or their designee, determines that the child is not complying with the agreement, the Principal will notify the child and his/her parent or guardian, in writing, that the agreement may be modified or suspended in 30 days. If the agreement is suspended, the parent or guardian will be notified, in writing, and if the child does not return to school, the child may be considered truant.
6. Attendance for Seniors

All seniors are required to maintain 90% attendance second semester in order to participate in the commencement ceremony. In other words, if a senior missed more than 9 days or more than 72 class periods (even if parent permission was granted) he/she would not be allowed to participate in the graduation ceremony. Note: medical, funerals, court appearances, school activities, and college visits (with documentation) are exceptions to this rule.

Adopted:	October 8, 1985
Revised:	July 11 1989; January 12, 1998; July 12, 1999; April 14, 2003; April 14, 2014

Legal	Administrative Code: PI 3.55 – 3.63
References:	Wisconsin Statutes: 118.15; 118.16 (1) (b) (c) (2); 948.45