

## **SCHOOL DISTRICT OF GILMANTON ATTENDANCE POLICY 2019-20**

Regular school attendance is necessary to achieve academic success. It is the responsibility of the students and their parents to insure that students miss as little school as possible. The greatest single factor contributing to below standard school work and low or failing grades is tardiness and absence. Students enrolled at Gilmanton Junior/Senior High School are expected to be in school at all times during school hours unless the principal has approved a modified program.

### **ATTENDANCE PROCEDURES**

If it is necessary to be absent, the student's parent/guardian should contact the high school office by **8:10 a.m.** to report the student's absence and the reason for absence (**Note that athletes must report by this time to be eligible to participate on that day**). If a student is reported absent and no contact has been made with the high school office, the student's parents will be called and told that the student is not at school.

***The Attendance phone number 946-3158. Press 4 to leave an attendance message.***

Parents/guardians must provide the school with written or verbal verification of absence by 3:30 p.m. the following school day. After 24 hours from the date of the absence, should no call be received or written excuse provided, the absence will be considered unexcused.

Wisconsin Statute 118.16 deals with attendance enforcement. As per Wisconsin Statute 118.16, parents are allowed to excuse their child five (5) times during each semester with a maximum of ten (10) days per year. All unexcused absences will fall under this rule. Excused absences in excess of the 5/10 rule may be determined as unexcused. Students with unexcused absences in excess of the 5/10 day rule will be referred for truancy. Details are explained as follows:

### **EXCUSED ABSENCES**

All excused absences require parent/guardian/legal custodian written/verbal verification, which is to be submitted to the school attendance officer in advance of the absence or prior to re-admittance to school. However, administration reserves the right to make all final attendance decisions.

The following are excusable reasons for absence as noted in state and district policy:

1. Student illness
2. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request written statement from the physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
3. An illness in the immediate family, which requires the absence of the student because of family responsibilities.
4. Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/guardians are requested to make their appointments during non-school hours.
5. A death in the immediate family or funerals for close relatives.
6. Religious holidays.
7. Family trips that can be taken only during the normal school term. The intent of this policy is to provide the opportunity for students to accompany their parent/guardian on a vacation, which cannot be scheduled when school is not in session. A parent/guardian is

required to notify a school attendance officer 48 hours prior to leaving on vacation. Student vacations or trips without parent/guardian accompaniment are not excused absences.

8. A court appearance or other legal procedure, which requires the attendance of the student.
9. A quarantine as imposed by a public health officer.
10. Attendance at special events of educational value as approved by the school attendance officer.
11. Approved school activities during class time.
12. Special circumstances that show good cause, which are approved 48 hours in advance by the school attendance officer.

**STUDENTS, IT IS YOUR RESPONSIBILITY TO CHECK IN THE OFFICE TO PICK UP YOUR RE-ADMIT SLIP WHEN YOU RETURN TO SCHOOL**

### **PRE-ARRANGED ABSENCES**

Over the past few years the students and staff at Gilmanton Jr./Sr. High School have made important strides in improving student attendance which will lead to greater student success. The following initiative is intended to encourage even better attendance, and maintain compliance with Wisconsin State Statute 118.15:

Under this statute, students are allowed to be absent up to ten times per school year for any reason (appointments, vacations, hunting, family emergencies, etc). However, each of these full or partial day absences must be excused **prior** to the student leaving. If the absence is not pre-arranged, the absence will be classified as unexcused unless there are extenuating circumstances approved after the fact by the administration. The pre-arranged absence requests may be submitted in writing or made verbally with the attendance office. These absences will be logged in the attendance system as "PAR".

The role of parents is paramount in this process to ensure that your child is not needlessly penalized due to the fact that procedure was not followed. These days should be used judiciously, in that after the ten days, all absences will require administrative approval.

### **MEDICAL EXCUSE REQUIREMENT**

Data proves that attendance and success in school are directly correlated. If a student is absent due to illness, it will be logged in the attendance system as "ILL". **Students will be allowed twelve occurrences of illness per year** (full or partial days). After the twelfth occurrence, a medical professional's written note may be required to excuse the absence.

Administration reserves the right to place a student on the medical excuse list if necessary. If a student is placed on the medical excuse requirement list, parents will be notified by mail. The expectation will then be a written note from the doctor stating that the illness caused the student to be absent from school. This note will need to list specific dates and times of the absences. Such a note will be required for each absence for the remainder of the year. If no note is presented to the attendance officer, the absence will be logged as **unexcused** and the student will be subject to discipline as outlined in the school truancy policy.

### **TARDINESS**

Students who are tardy for any class will lose a portion of their class participation points as outlined by each teacher. Teachers will deal with the first three tardies as a classroom discipline problem. Repeated tardiness will result in referral to the office. A time limit of five minutes will be the standard all hours; a tardy will become an unexcused absence after five minutes.

**UNEXCUSED ABSENCES**

Students who are unexcused may or may not be given credit for make-up work missed during an unexcused absence; their individual teachers will make the determination. Students will be permitted to make up examinations missed during the unexcused absence period at a reasonable time determined by the teacher. Unexcused absences will be noted on the student's re-admit slip.