

Student Attendance Policy

ST. JOSEPH ACADEMY

Department:	School
Number:	850.7
Effective Date:	2/1/2018
Review Date:	
Revised Date:	
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I. Policy: Student Attendance

II. Procedure:

- A. Teachers must take attendance in Sycamore by 8:35 every day.
Parents have the right to excuse their child for 10-days for any reason, which includes: Personal illness, Funerals, Medical/dental appointments, School suspensions, Required legal appearances, Designated religious holidays, Family emergencies where the student is needed to ensure family well-being, and Educational or SJA-sponsored activities approved by the school principal.
- B. If a child will be absent, parents must call the school at 414-645-5337 ext. 280 before 8:00am. If parents know in advance that a child will be absent, they must inform the school office before that day. If a child is absent, and office has not notified us by 9:00am, we will contact parents or the police to confirm the child's location.
- C. Parents are required to submit a written excuse upon a child's return to school if the previous absence was unexcused.
- D. Parents may excuse their child's absence in writing before the absence. A child may not be excused for more than 10 days in a school year under WI State Statute 118.15 (3) (c).
- E. Under state law, children enrolled in K5 are required to have regular attendance and pass kindergarten in order to be accepted into first grade.
- F. Excessive Absenteeism:
Attendance is key to learning. Therefore, the following benchmarks are in place to ensure that students are here learning at school each and every day.
5-days unexcused or unacceptable excused absences = letter and phone call
10-days unexcused or unacceptable excused absences = letter and meeting w/ P, AP, T
15-days unexcused or unacceptable excused absences = letter and referral to DA, notification of possible expulsion
20-days unexcused or unacceptable excused absences = consideration for retention or dismissal from St. Joseph Academy.
Excessive absences due to illness require documentation from the child's health care provider.
- G. Early Pick-up of Children
Parents must notify the School Office of any appointments by 9:00am of the day of the appointment. Students will not be released from class after 2:30pm.
- H. Students are considered tardy if they are not in the classroom after 8:30am.

Approved by: _____

President/CEO

Date: 2/5/2019