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: [Signature]
President/CEO

Date: 2/5/2019

ST. JOSEPH ACADEMY
Student Attendance