

**St. Francis School District
D - OPERATION**

STUDENT ATTENDANCE

D - 9

The Principals and/or designees shall serve as school attendance officers.

Legal Requirement

- A child may not be excused for more than 10 days in a school year. Parents/Guardians may excuse their child's absence in writing before the absence (118.15(B)(c), Stats.)
 - At St. Francis High School, the pre-planned absence format must be used for absences exceeding 3 days in length, including a phone call to confirm the absence. Teachers will use their discretion when approving an extended absence.

Procedures for Excusing an Absence

Children from ages 6 through the end of the grading period in which they turn 18 must attend school. Valid excuses for absences will be accepted for 24 hours following the absence and are defined as follows:

- Serious illness or death in the family.
- Family emergency, defined as a situation over which the student has no control and which requires the student's immediate attention.
- Personal illness or medical examination-if a written doctor's excuse is provided prior to or upon return to school, this will not count towards the 10 days of absence.
 - A student that is temporarily not in proper physical or mental condition to attend school but can be expected to return to school upon termination or abatement of the illness or condition. (118.15(3)(a), Stats.) An excuse under this paragraph shall be in writing per the treating physician and shall state the time period for which it is valid, not to exceed 30 days.
 - For on-going medically excused absences, written excuses per the treating physician may be provided to cover a period of 1 month and must be updated at that time.

Procedures for Habitual Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of 5 or more days in a school semester (118.16(1)(a) and (c), Stats.).

- Part of a day is defined as at least 1 (50 minute) class period at St. Francis High School and 30 minutes at the elementary and intermediate levels.

When a student becomes habitually truant;

- a letter will be sent to the parent/guardian and to the student when applicable via certified mail, requesting a meeting with the Principal and/or designee to discuss truancy. (118.16(5)(a), Stats.)
- educational counseling will be offered, including a change in the student's schedule or curriculum if determined necessary to resolve truancy. (118.15(1)(d), Stats.)
- the student will be evaluated to determine if learning problems may be the cause of truancy. (118.16(5), Stats.) This is not a special education evaluation.
- an evaluation will occur to determine whether social problems may be a cause of truancy and, if so, have taken appropriate action or made appropriate referrals. (118.16(5)(d), Stats.)

If the student continues to be truant, he/she will be referred to the Assistant District Attorney of Milwaukee County. Fines and/or imprisonment may occur.

Parents/Guardians or students (with written approval from parent/guardian) may consult with and/or request the District to consider alternative arrangements or program/curriculum modifications if appropriate. (118.15, Stats.) Final approval will be a School Board decision.

LEGAL REF: Wisconsin Statutes Sections:

CROSS REF: St. Francis School Policy D-5 – School Day
St. Francis School Policy D-5A – Definition of Full-Time Student
St. Francis School Policy D-5B – Definition of Part-Time Student

/original signed/

School Board Clerk

Adopted: September 24, 1998
Revised: July 11, 2005