

ATTENDANCE PROCEDURES

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Parents/Adults picking up their children must be prepared to show a picture I.D.

ABSENCE FOR TRIPS/VACATION

Any interruption to the educational program takes away from the education process. Therefore, we discourage parents from taking their children out of school for vacations while school is in session. However, if parents choose to do this, please notify the individual school's office.

EXCUSED ABSENCES

Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused.

HOMEWORK REQUESTS/MAKE-UPWORK

Parents and students frequently request that assignments and books be sent home when a child has been absent. At all grade levels, every attempt will be made to grant the request in a timely manner. Please make your request as early as possible and allow a school day to gather homework assignments. Assignments and books can be picked up at the main office.

STUDENT ABSENCE REPORTING

In order to ensure the safety of your child, we ask that you adhere to the following:

- 1) Call your child's school each day your student is to be absent. The call should be made before 8:30 a.m.
- 2) Please provide the student's name, grade, the reason for the absence, the name of the person calling, and the relationship to the student.

- 3) Calls will be accepted only from the parent or a responsible adult.
- 4) If a parent or a responsible adult has not contacted the school to report an absence within 45 minutes of the start of the school day, school officials will attempt to contact the student's parent/guardian. If unable to contact a parent/guardian, the school may contact the Kendall County Sheriff's Department to perform a non-emergency wellness check on the student.
- 5) For longer absences, such as vacations or extended illnesses, it is not necessary to call every day. Instead, notify the school of the days your child will be absent.
- 6) Parents will receive notifications in writing if a student has excessive absences.

In the event you do not call, we will make a reasonable attempt to call you to ensure the safety of the students. With the home and school working together, the safety of our school children can be assured.

If the absence was caused by a communicable disease (measles, chicken pox, German measles, or staph infection), the school should always be notified. A doctor's confirmation that the student is no longer contagious is required before the student returns to school.

TARDY

Students are expected to be on time to school and class each and every day. When children come late to school or leave early, they are losing valuable educational time. If you know your child will be late to school, please notify the **teacher and main office** indicating the reason for the absence. Parents are expected to come to the office to sign in their children.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

TRUANCY DEFINITION

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days (can go back to the previous school year).

TRUANCY SUPPORT SERVICES

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop

diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his/her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent/teacher conferences
- student and/or family social work services
- information about community agency services

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and wilfully permits a child to be truant is in violation of State law.