**Crab Orchard CUSD 3 Student Attendance Policy**

**Illinois School Code Requirements:**

- Illinois law requires that whoever has custody or control of any child between six (6) (by September 1st) and seventeen (17) 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.
- In the interest of providing a quality education for all eligible students in Crab Orchard CUSD #3, it is our responsibility to provide a system by which students are encouraged to attend classes regularly.
    - Students are expected to attend school regularly per Illinois School Code, Chapter 122, Article 26.1 and 2 to do so.
    - **Should a student miss ten (10) days of school, physician verification of illness may be required. This physician documentation must state that the student should not attend school due to illness and it recommends that the school excuse the absence.**
- Students are to be on time for all classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
    - The District shall not be made liable for the educational progress of students who fail to maintain regular attendance.
    - The District will not be liable for the progress of students who are removed from school for extended periods of time contrary to law or good educational procedure.
- There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.
- Daily attendance is mandatory for successful completion of a course.
    - IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO SEE THAT THE STUDENT IS IN REGULAR ATTENDANCE. The law is specific, and parents/guardians must cooperate with the school to ensure that regular attendance is enforced. **Excessive absences will result in referral to the Williamson County Truancy Officer.**

**Daily Absences:**

- When a student is absent, parents should call the high school office before 9:00 a.m. (prearranged office absences are exceptions).
    - The call is the parent/guardian's responsibility. A parent/guardian may let the student's teacher(s) know about the absence, however, **they MUST still call the high school office to report the absence.**
        - Calls made by students are NOT acceptable.
    - If a call has NOT been made by 9:00 a.m., an automated message will be sent out reminding parents/guardians to inform the office of the absence.
- If a student is absent due to an appointment, upon returning to school, please provide school excuse documentation.
    - Failure to call or provide a valid reason will result in an unexcused absence.
    - **After five (5) school days unexcused absences will remain unexcused and can't be changed.**
- **Excused** absences include but are not limited to:
  -Circumstances which cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health/safety
  -Death in the immediate family
  -Family emergency
  -Illness (specified - elevated temp, vomiting, etc.)
  -Legal and/or religious reasons

  **Unexcused** Absences include but are not limited to:
  -Automotive maintenance
  -Employment during school hours
  -Leaving school without permission
  -Obtaining a driver's license
  -Oversleeping and/or missing the school bus
  -Personal groom appointments
  -Shopping

  -**PA 102-321** permits students to have up to five (5) excused absences for the mental or behavioral health of the child.
  **-PA 102-981** permits students to have one (1) excused absence for the purpose of attending a civic event.
- Records are kept of your attendance each year and become part of your permanent record in the high school office.
- It is the responsibility of the absent student to make up for missing work while being absent.
    - After an excused absence, the student is required to make up work within two (2) days after reporting back to class.
    - If the absence is greater than four (4) days, the teacher will assign a date at which the work must be completed.
    - If exams, projects, etc. are not completed by the teacher provided deadline, the result will be a failure.

- **Absences Due to School-Sponsored Events**:
    - When a student is away from school on a school-sponsored event, the student must make arrangements with his/her teachers PRIOR to being away from school and must make up any work missed.
        - The student is not counted absent.

- **<u>Absences Due to Suspension</u>**:
    - Students will be allowed to make up assignments and tests that are due during the suspension period.
    - All assignments due during the suspension must be turned in on the day the student returns from the suspension.
        - In addition, any tests due during the time of the suspension must be made up on the day of return from suspension or at the teacher's convenience.
    - It is the responsibility of the student to obtain the assignments through the office.

## <u>TARDINESS</u>

- If a student is tardy to school they must first check in to the office before going to class.
    - If there isn't a valid reason for being tardy (see excused absences) the student will receive an unexcused tardy/absence for the time they missed school.
    - **Unexcused tardies/absences may result in a referral to the Williamson County Truancy Officer.**
        - Four (4) unexcused tardies will result in one (1) unexcused absence.
- If a student is tardy to class, the classroom teacher may request a written excuse from the office.
    - Passing time between classes is three to four minutes and for most students, the passing time is sufficient to get to class on time.
        - Please contact the principal if you have any questions and/or concerns
    - If a student is late to a class because of another teacher detaining them, that teacher MUST write a pass for the student so the tardy does not count against them.
    - Frequent tardiness, five (5), to school/class may result in other consequences/actions deemed necessary by the principal.

## <u>TRUANCY FROM SCHOOL</u>

- Public Act 097-0218 enacted in 2011 defines truants as missing five (5) percent or more of the previous 180 regular attendance days - this would be 9 days.
- Article 26 in the Illinois School Code (The Compulsory Attendance Act) requires that parents/guardians are legally responsible for causing their child to attend school and that, if the child is not in regular attendance, action should be taken against the parents.
    - Section 26-10 of the Illinois School Code also states that any person having custody/control of a child who knowingly and willfully permits such child to persist in truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to $500.
- **<u>Unexcused Absences/Truancy Information:</u>**
    - 1st and 2nd time truancy offense may result in the following, but is not limited to:
        - Parent/guardian will be notified
        - Conference with the student and/or parent/guardian
        - Other consequences/interventions necessary
    - 3rd time truancy offense may result in the following, but is not limited to:
        - The parent/guardian will be notified
        - Referral to the Williamson County Truancy Officer
        - Other consequences/interventions necessary