

Absences

(D-113 P-CDOP and D-113 AR-OCS)

When a student is absent or tardy from school, parents/guardians must notify the school of their student's absence by calling the school office by 9:00 a.m. on each day of the student's absence and state the reason for the absence. If no call is received from the parents/guardians, the school secretary will call the parents/guardians to verify the absence of their child(ren).

Reasons for valid absence (updated 1/12/2023):

- A. Illness, including the mental or behavioral health of the student;
- B. Observance of a religious holiday;
- C. Death in the immediate family or family emergency;
- D. Other situations beyond the control of the student, as determined by the school administrator and/or the Education Commission;
- E. Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Upon returning to school, students must have a signed note from their parent/guardian documenting the dates and nature of the absence. In cases of illnesses extending more than three days, a note from a physician or professional may be necessary. Legal requirements mandate these notes be kept on file for the current year.

Students who are absent during the school day or are dismissed early due to illness, are not permitted to participate in any extracurricular activities on that day.

Chronic absenteeism and truancy

Per Section 26-18 of the Illinois School Code any school receiving public funds (this includes OLGCA) is required to: ... collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success.

If professional documentation is not provided, the school will undertake diagnostic procedures to identify if student absences were excused or unexcused. These diagnostics may include (but are not limited to), interviews with the student, their parent

Updated Absenteeism and Truancy Policy Jan 2023 Our Lady of Grace Catholic Academy

or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

Upon conclusion of these diagnostics, and five absences that affect student learning, families will be notified that the school may require documentation of an excused absence for any future absences.

Per the law, schools are also required to use established strategies to help families with Chronically absent or Truant students. Per Illinois Law, ... [t]hese services shall include, but need not be limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

A student is considered truant if they have missed, without a valid excuse, five percent or more of the student attendance days within the past twelve months, irrespective of the academic year.

The school will make available a yearly reviewed list of supportive services available to families with chronically absent and truant students. These services shall include, but need not be limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs. This list will be distributed yearly on our website and is available in the school office by request.

The school shall develop a medical service/accommodations' plan for any student that has a chronic illness or medical condition that interferes with regular school attendance, and will updated and distributed yearly the resources families may need to help their student have success with better school attendance.

Tardiness

Being on time for school and being a part of the classroom morning routine will set students up for a more positive experience for the whole school day.

Students not in line when prayer and announcements start at 8am will be considered tardy. Any tardy students arriving after the end of announcements must report to the main office for a Tardy Slip. Any student reporting to school after 10:00 a.m. will be considered absent for one-half day. This also applies to leaving school one hour before the end of the school day.

Missed Work due to Valid Absence

Students who are absent due to illness have two days for each day of the absence, not counting weekends, to make-up for the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given six school days to complete the missed work. Students are expected to make up missed homework, tests and quizzes within this time period.