

Elementary Schools Absenteeism and Truancy Policy

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day,

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include but are not limited to:

- illness (including mental or behavioral health of the student)
 1. Students are allowed 5 mental or behavioral health days per year before a medical note is needed to excuse the absence
- observance of a religious holiday
- death in the immediate family
- family emergency
- situations beyond the control of the student as determined by the school board
- circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health
- as well as other reason as approved by the 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. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school sick line before 8:00 a.m. **Do not leave an attendance message on a teacher's voicemail.** If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will make contact with the parent/guardian of the student. If the parent/guardian cannot be contacted, a signed note from the parent /guardian explaining the reason for the absence will be required. Failure to do so shall result in an unexcused absence.

Same day requests for student homework must be made before 8:30 AM. Teacher will accommodate if time allows.

School Telephone Numbers

Toll Free Number for Olympia Schools – (866) OLY-6011
Olympia North Elementary - (309) 963-4514
Olympia South Elementary - (217) 648-2302
Olympia West Elementary - (309) 392-2671

Students arriving or leaving during school hours **must be checked in and out of the office by a parent or parent designee.**

Students who have excused absences are expected to make up work and shall receive full credit for such work. It is required that make-up work be completed within the number of days equal in absence. It shall be the responsibility of the student to make arrangements for make-up work. Students who are tardy to school must report to the office for a tardy slip before reporting to their scheduled class. The principal may require a doctor's note for excessive absenteeism.

Excessive absences will result in the principal notifying the parent and the local Regional Office of Education in writing of the child's truancy. The principal may elect to work with local organizations, including but not limited to, the local police department and social services, to reduce the number of unexcused absences. Students who have been truant may be required to make up the schoolwork they missed.

PK students with excessive unexcused absences may be dropped from the program when there is a waiting list.

Parents may be notified by the school principal when a student's absences become excessive (more than 5% of the number of attendance days). The principal may require a doctor's note to excuse absences once the absences have become excessive.

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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students: State law requires every school district 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. This review must include an analysis of chronic absence data from each attendance center. Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance. "Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/ guardian, and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Middle School Absenteeism and Truancy Policy

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the 1 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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 309-379-5941 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/ guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district 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. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/ guardian, and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

High School Absenteeism and Truancy Policy

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

Student attendance is NOT only compulsory under state law but is a necessary requirement for academic success in school. Students who are absent without valid cause jeopardize their ability to maintain passing grades, meet course requirements, and graduate from high school with their class.

Given the importance of attendance an attendance meeting will be held with students after 5 days of absences

- A. Therefore, students will be allowed ONLY 8 absences per semester from the same block for student illness, bereavement, parent request, vacation, etc. without documentation.

Documentation of a doctor's note from a physician's office is highly encouraged from parents after each visit in order to not reach the allotted 8 day maximum.

- B. After the 8th absence from a class (excused or unexcused), parents will be required to provide a doctor's note verifying the need for the student's absence. The school will NOT accept a doctor's note as a valid excuse if the student also works the same day.
 - 1. A WAIVER may be granted by the administration due to grave illness or exceedingly unusual circumstances. Parents must request this waiver from administration.
 - 2. The attendance office will send a 5-day and 8-day absence notification letter to the parent. The student's guidance counselor will meet with the student to assist with issues affecting the student's attendance.
- C. Absences exempt from the 8-day count are: 3 college days per junior or senior, Disciplinary suspensions, Prearranged family vacations of 3 days or less per year.
- D. Failure to provide a doctor's note after the 8th absence could result in disciplinary consequences.
- E. Students who continue to miss school and fail to provide a doctor's note will receive additional consequences. A Truancy Report for students under 17 will be made to the Regional Superintendent's Office.
- F. Students may also be recommended to the SAVE or Alternative School after multiple consequences.

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Excused Absences

Illness (including mental or behavioral health of the student)

-Students are allowed 5 mental or behavioral health days per year before a medical note is needed to excuse the absence

Doctor Appointment

Death in the Family

Approved College Days

Family Emergency

Situations Beyond the Control of the Student as determined by the school board

Pre-Arranged Vacation

Observance of a Religious Holiday or Event

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

Attend a civic event

Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election

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.

Unexcused Absence

Oversleeping
Working
Missing the Bus
Leaving school without approval
Running Errands
Returning home for non-emergency
“Senior Skip Day”

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