

ABSENTEEISM AND TRUANCY

Regular attendance including active participation in class is imperative for a student's success in school. An integral part of the learning experience is the interaction between students and teachers. Only in the classroom can the student take full advantage of fellow classmates' ideas, the teacher's explanations, and other enrichment activities. A good attendance record is also one indication of an individual's dependability. Students are more likely to have greater success in fulfilling their academic potential and meeting their educational goals with a good attendance record.

POLICY REGARDING ABSENTEEISM

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.

Every student is expected to be in school every day and to attend every assigned class. Parents are requested to encourage good attendance habits. **Each day a student is absent (except for a suspension) a parent or guardian is to call the school.**

- Grades K-8 Staunton Elementary call 635-3831 before 10:00 a.m.
- Grades 9-12 Staunton High School call 635-3838 before 10:00 a.m.

In order for an absence to be considered *excused*, a parent or guardian must call the school the day of the absence. Failure to give proper notification to the school will result in an absence being considered *unexcused*.

It is highly recommended for parents to monitor their child's attendance information via Skyward.

High school students who are out of school or know they will be out of school three (3) full days or more may contact their counselor for assignments. Elementary and junior high school students who are out of school or know they will be out of school three (3) full days or more may contact the school secretary for assignments.

EXCUSED ABSENCE

Generally speaking, a student's parent or guardian may excuse him/her from school (for all or part of the day), and a parent phone call will be honored by the school. **If, however, a student's absenteeism becomes excessive (more than 10 absences per calendar year), a student must provide a doctor's verification for absences before any future absences are excused.** The cooperation of a student's parent or guardian is requested in helping him/her maintain a good attendance record. Excused absences include: illness (including 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, 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. **ALL REASONS WILL BE EVALUATED BY APPROPRIATE SCHOOL OFFICIALS.**

UNEXCUSED ABSENCE

School Officials will make a determination if an absence is considered *unexcused* after they attempt to contact the student and/or the student's parents/guardians. This contact can occur through phone calls or in person interviews. Any absence, which is determined to be unexcused by the administration, will result in a late grade (partial credit) for any school work missed at the teacher's discretion. There may also be additional disciplinary action taken such as detention or suspension depending on the circumstances. Oversleeping in the morning and car trouble (before

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school or during lunch) may be an unexcused tardiness/absence. **Any student who arrives at school after his/her first scheduled class is to sign in at the office. Any student who leaves the campus during school hours (except for lunch) must sign out in the office. If a student does not return to afternoon classes after lunch, the student will be unexcused unless he/she has been excused and signed out in the office.**

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

COLLEGE/CAREER DAYS

The following qualify for College Day Visitations:

- Physicals/orientation for military entrants
- ASVAB testing for possible military entrance
- Open campus visitation dates publicized by the colleges/schools
- Individual appointments made in advance with schools
- Appointments for scholarship applications/interviews
- Appointments for placement testing and/or registration
- Appointments for internship programs, etc.
- Other appointments as determined by the administration
- Only junior and seniors will be approved

Juniors are encouraged to plan and visit colleges and/or technical schools during the summer before their senior year, but juniors will be allowed to take two college days if needed. Seniors may take three college days if needed. Most schools offer weekend visitations, etc. Occasionally, you may need a week-day appointment for post-secondary plans.

Students will be granted one day to visit the local campuses (Lewis & Clark Community College, Blackburn College and Southern Illinois University) for a school preview visit. Full day visits will be granted to local campuses only if needed.

All colleges require that students schedule appointments in advance.

The required college visitation form must be turned into the guidance office a minimum of **two days** in advance of the visit. In certain urgent cases, (i.e., a college request for an interview or advisement date), less than two days notice can be given, parents must call the counselor or principal and request special permission for a senior to be gone.

When the counselor receives and approves the college visitation form, students must also inform their instructors of the date they will be gone and make arrangements for make-up work. Parents need to call the high school office on the day of the scheduled appointment to confirm that the senior is gone that day for a college visit.

After the visit, students must give the counselor proof of attendance at the appointment/event. A signed statement from the college/school/recruiter must be turned in the day after the scheduled appointment. Otherwise, the college day is not given and the student will show an absence for the day.

PROCEDURE FOR ALL STUDENTS WHO BECOME ILL DURING SCHOOL HOURS

1. A student must obtain permission from a teacher or the office to go see the school nurse.
2. The student must have a written pass.
3. The nurse will assess the student and consult with the parent/guardian to determine if the student should be sent home. If the nurse is unavailable, the high school office will contact the parent/guardian to determine if the student should be sent home.
4. Students must sign out in the office.

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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 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

Various interventions and supportive services will be implemented by school officials to assist students who are truant or chronically truant. These services shall include, but need not be limited to:

- Parent/Guardian conferences
- Student counseling
- Information about existing community services

Staunton CUSD #6 participates in the Macoupin County Truancy Program. The following is the procedure to be followed:

Absence Letters:

- 5th Absence (per school year) = first legal notification by mail to the parent/guardian.
- 10th Absence (per school year) = second legal notification by mail to the parent/guardian; intervention meeting with the school; referral to the Regional Office of Education Truancy Officer.

Violation and Penalties

It shall be unlawful for any Macoupin/Madison County student to be absent from attendance, without valid cause for absence, for all or any part of a school day in the Macoupin County School District in which the Macoupin/Madison County student is enrolled. It is the responsibility of the Parent/Guardian who has custody or control of any child between the ages of 7 and 16 to cause that child to: (1) enroll in one of the Macoupin County School Districts (thereby becoming a Macoupin County student); and (2) attend some public school in the district wherein that child/Macoupin County student resides the entire time it is in during the regular school term, and/or any summer or other special term in which the Macoupin County student may be enrolled. Any Macoupin County student violating, or Parent/Guardian of a Macoupin/Madison County Student violating, the terms of this Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCS 5/5-1113 upon conviction:

1. A fine of not less than \$25.00 shall be imposed for the first violation by a student during a given school year.
2. A fine of not less than \$50.00 shall be imposed for the second violation by a student during a given school year.
3. A fine of not less than \$100.00 shall be imposed for the third violation by a student during a given school year.

ATTENDANCE FOR EXTRA CURRICULAR ACTIVITIES

Any student who participates in an after school extracurricular activity/contest must be in attendance for at least ½ of a day. Circumstances such as a funeral, college day, or a doctor visit may be waived if cleared by administration in advance.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

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A student who is unable to attend school because of pregnancy will be provided home instruction or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact your building principal.

ATTENDANCE DATA REVIEW

Per Section 26-18 of the School Code, the Staunton School District collects and reviews its chronic absence data and determines 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. The review shall include an analysis of chronic absence data from each attendance center of the school district.

This data is collected daily and monitored and organized by the Staunton School District Attendance Clerk. On a quarterly basis, a *Chronic Absentee Report* is run and reviewed by school officials. Upon reviewing the data, students identified receive supportive services through the school district's comprehensive Multi-Tiered System of Support (MTSS) Program.

*Adopted On: December 19, 2022