

CHARLESTON

Community Unit School District

Carl Sandburg Elementary School • www.charleston.k12.il.us

Phone: (217) 639-4000

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Dear Parents/Guardians:

Carl Sandburg Elementary School staff believes that each day a student is absent adversely affects a student's success and academic performance. The State of Illinois has a compulsory attendance law for youngsters between the ages of six and seventeen years of age. It is the responsibility of the parent(s)/guardian(s) to see that their children attend school regularly. The following policies are in effect concerning attendance procedures. They may also be found in the student handbook.

The parent/guardian is to report the child's absence by 8:30 A.M. This may be done by calling the school office (217-639-4000). Illinois law requires schools to inform parents/guardians if their children do not come to school; therefore, if the school is not contacted, we will contact parents/guardians at home or at work to verify your child's absence. Valid cause for absence shall be illness, observance of a religious holiday, death in the family, family emergency, and other situations beyond the control of the student as determined by the Board of Education, or such other circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student. Anticipated absences may be arranged by contacting your school office. **Individual vacations, recreational activities, or matters of personal convenience are discouraged during school time, and may result in elimination from participation in extracurricular events.** If a student is too ill to attend school, he/she is too ill to participate in after-school activities and events.

A student having excessive absences from school without sending a statement of being under a doctor's care may be subject to a conference with an administrator concerning his/her attendance record. Upon a student's 6th absence **excluding health required absences or those accompanied by a doctor's note,** parents will automatically receive a 6-day absence letter reminding them of the school's attendance policy. Upon the 9th absence **excluding health required absences or those accompanied by a doctor's note,** parents will automatically receive a 9-day letter indicating the need for doctor's notes for future absences and explaining possible truancy referrals.

Doctor's notes should include the date the student was seen and when he/she should return to school. Building administrators may request students to make up missed time or may request a meeting including administrators, student, parent/guardian, counselor, teacher, and the juvenile officer. Students who have been identified as truant by building administrators may be referred to an attendance specialist from the Regional Office of Education. If referred, the student will be required to follow their guidelines and will be subject to the conditions set forth in the City of Charleston Truancy Ordinance.

Parents/Guardians may review their student's attendance records at any time on Skyward's Family Access. If there are special circumstances about which we should be aware, or any questions, please contact us at 217-639-4000.

Thank you for your cooperation.

Carl Sandburg Administration

Learning today....Leading tomorrow