

POLICY #552

ADOPTED 07/01/10

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Absenteeism/Truancy

Absence and Truancy Policy Illinois Truancy Code Section 3 – Attendance and Truancy The Illinois School Code requires compulsory school age attendance (105 ILCS 5/26-I.- 15).

Valid cause for student absence shall be

- Illness
- observance of religious holiday
- death in immediate family
- family emergency
- other situations beyond the control of the student as determined by administration.

Illinois law requires those who have custody or control of any child between the ages of 5 and 17 to cause such child to attend school the entire time it is in session during the regular school term.

Notify the School Office of All Student Absence

In the event of any absence, a student's parent/guardian is required to notify the school office. Please provide the student's full name, grade, teacher's name, and the reason for the absence. When a student is absent, if the school office has not been notified by 9:15 A.M. on the day of the absence, school personnel will call a parent/guardian to inquire as to why the student is not in attendance. If the school is unable to reach a student's parent/guardian, the absence will be recorded as Unexcused until such time as the student's parent/guardian provides the reason for the absence. Administration may request that an absence due to illness which lasts for more than two consecutive days be verified by a note from a physician or other professional care provider. If a note from a physician or other professional care provider is requested by administration, failure to provide such documentation in a timely manner will result in the absence being classified as unexcused. Excused and Unexcused absences are defined below.

Students with a diagnosed medical condition that necessitates routine or lengthy absence from school should send a medical report detailing the condition along with a letter from the doctor verifying the need for frequent or extended removal from school.

Students are limited to nine days of excused absence per year.

Any absences beyond the allotted amount will be considered an unexcused absence unless a medical statement by a physician is submitted to the school in a timely manner, or arrangements are made with the teacher and administration in special cases. Students are expected and required to make up all work that is missed during absences unless an exception is granted by the administration. After nine unexcused absences, GSLS administration will contact the parents to

schedule a meeting to create an action plan to address the circumstances. Cumulative absences of 20 days or more (excused, limited excused or unexcused) will be considered excessive and may be cause for a student to be retained in the current grade for another year. The parents of students who are in violation of GSLS's attendance policies may be referred to a social worker (DCFS) or the Tazewell County Truancy Officer.

Excused Absences

An excused absence can be defined as, but is not limited to:

1. Medical appointment, verified by a medical note upon request of administration
2. Testing and assessment
3. Illness
4. Observance of a religious holiday
5. Court appearance demanded by official summons or subpoena
6. Funeral
7. Extenuating circumstances that have been approved by administration.

Limited Excused Absences

A limited excused absence can be defined as, but is not limited to:

1. Vacation days taken with family
2. Failure to attend because of transportation problems
3. Non-school sponsored sports activities or events.

Unexcused Absences

An unexcused absence (no opportunity to complete work for a grade) can be defined as, but is not limited to:

1. Truancy (absence from school without verification from the parent/guardian)
2. Failure to provide a note in a timely manner from a physician or other professional care provider upon request of administration
3. Personal reasons or business.

Student's grades may be affected by unexcused absences. Teachers will extend deadlines for missed work due to an excused absence, per make-up work policy. Please remember there is a positive relationship between attendance and success in school.