

Absenteeism and Truancy Policy

Immanuel Lutheran School - Belvidere

ATTENDANCE AND ABSENCES: K - 8

SCHOOL ATTENDANCE AND REPORTING ABSENCES

In accordance with state laws, all students are held to daily and punctual attendance. All absences must be excused in writing, email or by a phone call from the parent/guardian by 8:30 AM each day the child is absent. The office will call to verify the whereabouts of students absent from school but not excused by a morning call to the school office. Student absences from school for the following reasons will be considered "valid cause" for absences:

- Illness, including the mental or behavioral health of the student;
- Medical and dental appointments that cannot be arranged during out-of-school hours;
- Death of relative or close friend;
- Accident or emergency;
- Observance of a religious holiday;
- Vacation period with parents/legal guardians;
- Absences for student competitions and performances shall be prearranged and permitted at the discretion of the principal;
- Other situations beyond the control of the student;
- Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

In the case of contagious diseases (strep throat, pink eye, chicken pox, etc.) parents should call the school office and inform us of the nature of the illness. (Refer to Illness Policy.)

Please make every attempt to schedule medical appointments outside the school day. If your child will be absent due to a medical appointment, please send a note to the teacher and the school office in advance and submit an excuse from the doctor upon your return. Please arrange family vacations to coincide with regular school holidays.

Parents may request to pick up homework at the *end of the day* when a child is absent from school. Books and assignments will be placed on the counter across from the school office for pick up by parents or siblings.

Students will be marked tardy if they arrive after the morning bell or if they return late from recess, the noon lunch period, when returning from P.E. or music, or during passing periods in middle school. Students who miss more than 1½ hours of academic time will be considered absent for ½ day.

Each quarter, the office staff reviews absences and contacts parents of students who have more than 5 absences in a quarter for any reason. All excessive absences will be reviewed and may result in a conference with the student, parents, teacher, and principal.

If a student has unexcused absences, the school will diagnose the causes or reasons for a student's unexcused absences. The school will conduct interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem. If a student has unexcused absences, the school will hold parent conferences, recommend resources for student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

03-05-01

Late Arrivals and Early Dismissals

For the protection of our students, children who arrive after 8:00 in the morning must have their parent or guardian come to the office window to sign them into school. Likewise, children dismissed early from school will not be allowed to leave the building unless a parent or guardian has come to the school office window to sign the child out of school.

Students who leave early for an appointment should bring a note from their parents excusing them from class. Upon the parent's arrival at school the student will be dismissed from class.

Students are not permitted to leave the school premises during school hours unless their parent, legal guardian, or any parent-authorized adult signs the student out of the building. The sign out sheet is located in the school office.

03-05-02

TRUANCY

Regular attendance is important for success in school. Numerous absences cause definite problems in schoolwork and can be reflected in the child's progress in school. A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. "Valid Cause" for absences are listed above (e.g. illness, death in the immediate family, family

emergency, and other situations beyond the control of the student as determined by the administration of the school).

The State of Illinois defines a chronic or habitual truant as a student who is absent without valid cause for ten percent or more of the previous 176 regular attendance days. Absences at Immanuel are considered valid if they are due to illness, death in the immediate family, a family emergency, or special circumstances approved by the principal on a case-by-case basis. All other cases are considered unexcused. A note from the student's doctor will be requested to verify illness. Ten or more unexcused absences in a school year may put future enrollment at Immanuel in jeopardy. Students who are tardy 12 or more times in a school year may put future enrollment at Immanuel in jeopardy.

Since it is the view of the faculty and administration that lack of attendance for whatever reason takes a great deal away from the learning experience, any student who misses more than 25 days of school during the year may be considered for retention or be required to receive summer tutoring at the parents' expense to ensure promotion to next grade.

A doctor's note is required from students who have been absent due to illness for three or more consecutive days. Planned Absences must be approved in the school office at least one week prior to the absence. Boone County Health Department's most current guidelines for returning to school after an illness will supersede any published guidelines.

Immanuel Lutheran School follows the guidelines for referring cases of truancy or non-attendance as outlined by Illinois School Code 105 ILCS 5/26-1...5/26-15 through the Regional Office of Education in Rockford.

03-05-03

Planned Absence Procedures

The faculty of Immanuel believes that communication between parents and teacher is essential to providing a comprehensive and successful educational experience. To maintain communication, Immanuel is requesting parents complete the following steps to obtain permission for a planned absence:

1. A request from the parents of the student to be absent from school for one full day or more should be received by the school office at least one week prior to the planned absence.
2. Parents are to fill out the top of the form and the teacher or teachers are to complete the comment section and sign the form. Homework will be given to the student upon return to school. One day for every day absent is allowed for completion of homework. Parents and students are responsible for the completion of all homework. The due date is noted on the Planned Absence Form. Work not completed by the due date will not receive full credit.
3. This form will be returned to the parents by the student. Parents are now made cognizant of the probable effect the absence will have on the grades, the homework requirements of the student, and the due date for all assignments.
4. The parents will sign the form and return it to the school office.

5. The principal will act on the request and notify both the teacher and parents. The signature of the principal will constitute an indication of approval. (The student's teacher will return the form to the parents via the students.)

03-05-04

TARDY POLICY

Immanuel believes it is of vital importance that students are in their classrooms ready to learn at the start of the school day and at the beginning of each class period. Immanuel believes it to be very important for the operation of our school for students to be prepared for class before 8:00 in the morning. ILS may impose the following penalties for students arriving late to class due to inappropriate interactions with other students in hallways, not asking permission to leave the classroom prior to the bell ringing, inappropriate behavior in the bathrooms, etc.

1 st /2 nd Tardy	Student will be reminded that they are to be in their seats ready for the school day beginning at 8:00 AM and for each class period. A student's tardy is recorded in the teacher's grade book.
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3 rd Tardy	A conference with parent, teacher, student and principal will be scheduled and a plan to ensure timely arrival at school will be put in place.
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These penalties will accumulate from the first day of a quarter to the last day of a quarter.