

## Absenteeism and Truancy Policy

Excused absences are those which are unavoidable, as in the case of illness, including the mental or behavioral health of the student; observance of a religious holiday, death in the immediate family or family emergency, other situations beyond the control of the student, as determined by the school administration; or such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Pre-arranged absences are those arranged in advance. In order to be considered excused, it must meet the following criteria:

- Approval by the teacher or principal.
- Work missed during that time is to be made up and is due the number of days equivalent to the time lost (example: 2 days out–work due in 2 days.)
- All assignments are made up (subject to the teacher’s discretion.)

Unexcused absences are those which are avoidable and those for which:

- The school is given no explanation.
- The explanation is not valid as an excuse.
- The absence was not pre-excused.
- The student neglected to bring a written explanation on the first day of his or her return.

Truancy is an absence without the knowledge of the parent or guardian.

- Schoolwork for truancy cannot be made up.

Procedures for identifying the cause of unexcused absences:

The school administration will call and/or email the parents to determine the student’s unexcused absences; the student may be interviewed, and any school officials who may have information about the reasons for the student’s attendance problem.

Supportive Services for Truant or Chronically Truant Students:

The school will identify interventions, strategies, and other supports to improve the truancy problem of the student. Some of the interventions are parent conferences, student counseling, and family counseling.

Per Section 26-18 of the School Code, schools are required 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.

Date adopted: 11/14/22