

## Addendum to the Attendance Policy for the 2023-2024 School Year

A student's attendance record is directly related to a student's success. Therefore, Robein Grade School shall insist that all students attend school regularly and shall enforce and comply with the laws of the School Code of Illinois. As defined by ILCS Section 26-2a, a **Chronic Truant** is defined as any child subject to compulsory attendance who is absent without valid cause for more than 1% but less than 5% of the previous 180 school days (9 or more unexcused absences in the past 180 days). With this in mind and in order to promote a learning community in which all students partake, Robein Grade School will be enforcing a stricter attendance policy.

**Absences** ~ There are two types of absences ~ excused and unexcused.

- **Excused Absences** - An excused absence is defined as:
  - Student illness
  - Illness/death in the family
  - Medical/dental appointment
  - Religious Holidays and/or events approved by law
  - Family Vacations (see *vacation policy*)
  - Court appearances when court documents are presented
  - Students attending a school competition & not using school transportation
  - Mental Health – Each student is allowed **5 mental health days**, excused by the state, per school year. These days are **included** in the 7 allowable parent call in days.
  - Administrative discretion
- **Truancy/Unexcused Absence** – Truancy is unexcused and is defined as being absent from school without valid reason. The following are examples that are considered truancy:
  - Missed bus/no way to school, car trouble
  - Overslept
  - Students who are 30 + minutes tardy without a written medical note
  - Absent with more than 7 parent call-ins within a semester **without** a note from a medical professional, funeral, and/or legal agency
  - More than 5 pre-arranged vacation days
  - Administrative discretion

Per the discretion of law enforcement, a truancy citation can be issued to the student and/or parent(s)/guardian(s) for unexcused absences. According to State of Illinois Statute, fines of up to \$500, plus court costs and/or jail time of up to 30 days may be incurred, if a parent/guardian is found negligent.

- **Call-In Procedure** - A parent/guardian should call the school between 7:00 – 8:00 am to report an absence and/or if the student has an appointment. As required by law, the school will attempt to contact a parent/guardian who has failed to notify the school when their child is absent. If no contact can be made, **the student will be marked unexcused, unless a note with a valid excuse is presented the following day and/or day of return.**

- **Maximum Parent Call-Ins** - A maximum of 7 absences may be excused by parent permission alone each semester. Any absence **beyond 7 must be accompanied by written verification** from a medical, funeral, or legal agency to be excused. If no written verification is provided once required (after 7 parent call-ins), the student will be marked as unexcused. Administration will use discretion on severe circumstances for excusing absences.
- **Attendance & Extra Curricular Activities** - Students must be in attendance for at least ½ day in order to participate in extra-curricular activities that evening and/or the Friday before a Saturday activity.
- **Make-up Work** - An excused absence will permit a student to make up any work missed provided it is completed within two days for each day of absence and/or at teacher discretion. The exception to this general rule shall be for assignments or tests that were assigned prior to the student's absence or work missed for planned family vacations. These assignments shall be considered due on the assigned date or on the day the student returns. An unexcused absence does not carry the same privilege of making up work. Make-up work for unexcused absences must be completed during study hall of the day a student returns, the following day, and/or at teacher discretion.
- **Family Vacations** - Family trips, up to 5 days are marked as excused when they are **Pre-arranged** (at least two weeks in advance) with the school administrator and meet the following criteria:
  - a) Requested family vacation dates are not during testing weeks (MAP, IAR)
  - b) Work assigned prior to requested family vacations (large projects, tests, essays, etc.) will be turned in prior to departure.
  - c) Work missed during family vacation dates is due within 2 school days of return unless other arrangements were made with the teacher.
  - d) Family vacations will be limited to 5 school days per year. Anything over 5 will be considered unexcused. The 5 vacation days will also be included in the 7 allowed parent call in days within the semester.
- **Truancy Concerns & Discipline Procedures** – Once a student is marked as a truancy concern (8 absences – either excused or unexcused), the following procedure will take place:
  - **8 Total Absences** - a letter will be sent home reminding parents/guardians of the attendance policy.
  - **15 Total Absences** – almost 10% of the school year has been missed & the state of Illinois considers your child chronically truant. A letter will be sent home reminding parents/guardians of the Illinois School Attendance Code.
    - a) **K – 4<sup>th</sup>**: Students may also be required to stay in from one recess to make up any missed learning opportunities with teacher discretion.

- b) **5<sup>th</sup> – 8<sup>th</sup> Grade:** Students will also be required to attend study hall instead of recess after lunch in order to make up missed learning opportunities.
- **20 or more Total Absences** – Your child is considered chronically truant. A phone call will be made by administration & parent/guardian and student will be required to meet with an interventionist, such as an administrator and/or the social worker in order to discuss a plan of action.
  - a) **K – 4<sup>th</sup>:** Students may also be required to stay in from one recess to make up any missed learning opportunities with teacher discretion.
  - b) **5<sup>th</sup> – 8<sup>th</sup> Grade:** Students will also be required to attend study hall instead of recess after lunch in order to make up missed learning opportunities.

**Although the number of parent call-ins reset each semester in order to determine if an absence is excused or unexcused, the number of absences do not, therefore the above procedure would still be in effect for each absence.**

- **Unexcused Absence Discipline Procedure (K-4<sup>th</sup>)** ~ For students who accumulate 5 unexcused absences, a parent/guardian will be required to have a meeting in person and/or by telephone with an administrator and/or interventionist in order to determine a plan of action. Any unexcused absences over 5 may result in further disciplinary action at the discretion of the administration.
- **Unexcused Absence Discipline Procedure (5<sup>th</sup> – 8<sup>th</sup> Only)** ~ Students who accumulate 3 or more unexcused absences within a semester may be assigned the following disciplinary procedure:
  - a) **3 Unexcused Absences** ~ forfeiture of afternoon recess & Friday Fun Days
  - b) **4 Unexcused Absences** ~ forfeiture of afternoon recess & Friday Fun Days. Student is also on Social Probation ~ unable to attend school functions (games, dances, activities, etc.) as a spectator.
  - c) **5 Unexcused Absences** ~ forfeiture of afternoon recess & Friday Fun Days, social probation, and a meeting with administration, parent, and/or interventionist in order to determine a plan of action will be required.
  - d) **6+ Unexcused Absences** ~ forfeiture of afternoon recess & Friday Fun Days, social probation, and further disciplinary action at the discretion of the administration may take place including, but not limited to contact with the district's truancy officer.
- **Tardiness** – Students are responsible for regular attendance and arriving on time. Tardiness disrupts the learning environment and can impact not only the student who is tardy, but the students being disrupted as well. **Students are considered tardy if they arrive after 8:05 a.m. without proper documentation from a medical professional.**

- **Tardies with proper documentation** ~ Students are required to speak to teachers and make up any work missed during the classes missed. Keep in mind, tardiness is not an absence & therefore assignments missed are due on the due date given by the teacher.
- **Tardies without proper documentation (K-4<sup>th</sup>)** ~
  - **8 or more Tardies – A parent/guardian is required to sign the student in** and a meeting will be called with the parent/guardian, and an interventionist (i.e. an administrator, social worker) to discuss a plan of action.
- **Tardies without proper documentation (5<sup>th</sup> – 8<sup>th</sup>)** ~
  - **8 or more Tardies – A parent/guardian is required to sign a student in** and a lunch detention will be given to the student and served for each tardy hereafter. A meeting will be called with the student, the parent/guardian, and an interventionist (i.e. an administrator, social worker) to discuss a plan of action.

### **What is “Friday Fun Day”?**

On the last Friday toward the end of the month in the afternoon, any 5<sup>th</sup> – 8<sup>th</sup> grade student who meets the criteria will be able to participate in the scheduled activities. The activities may range from board games, kick ball, recess, computer games, movies, or an activity voted on by the students and/or teachers. The following criteria must be met prior to **each** “Friday Fun Day”:

1. No minor office referrals within the month
  2. No major office referrals within the semester
  3. No missing or late work within the month
  4. 3 or less **tardies** within the month
  5. 2 or less **unexcused absences** within the semester
  6. 10 or less **cumulative absences**
- **Students who are able to attend all Friday Fun Days within a quarter, will be put in a drawing for the Principal’s Lunch.**
  - **K-4<sup>th</sup> Grade will also have an opportunity to earn chances at a drawing for the Principal’s Lunch and this will be determined by their teachers each quarter.**

### **Friday Fun Day Dates**

September 29, 2023

October 27, 2023

December 1, 2023

January 26, 2024

February 29, 2024 (Thursday)

March 22, 2024

April 26, 2024

Please return this page as verification that a parent/guardian has read and understands the changes to the Robein Grade School Attendance Policy. Also, due to the implementation of Friday Fun Day, Robein Grade School is also requiring 5<sup>th</sup> – 8<sup>th</sup> grade students to sign below acknowledging that the new attendance policy has been discussed and they understand the changes implemented. If you do not have a 5<sup>th</sup> – 8<sup>th</sup> grade student, you may leave the student signature portion blank.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade