

Absenteeism & Truancy Policy

Daily on-time attendance is essential to ensure continuous academic progress. It is equally important that if your child is not feeling well, he or she should be kept at home.

School attendance is compulsory in Illinois. The responsibility of compliance with the law belongs to the parents/guardians. An accurate attendance record is placed in the student's permanent file at the end of each school year. The principal will investigate and contact the parents/guardians when:

- there is a suspicion that a student is truant.
- a student returns to school with no excuse or one that might not be valid.
- a student continues to be absent for no apparent reason.

Students at Holy Cross School can only miss a total of 9 days per school year (excused and/or unexcused absences). Any absences over 9 days will result in a meeting with the principal. If there is continuing chronic absenteeism after appropriate interventions have been applied, dismissal from school may be considered as an option by the principal and pastor of the school.

Tardy

Students who are not in their homeroom at 8:00 am will be marked tardy.

Absence

When a child is absent, parents/guardians must notify the school office between 7:15 am and 8:00 am either by phone call, voicemail to the school office, or an email to the school office (hcs@holycrosselem.org). Report in detail why your child is not attending school and if ill, his or her symptoms.

- **Excused Absences:**
 - physical illness
 - mental or behavioral health of the student (up to 5 days per year)
 - observance of a religious holiday
 - death in the immediate family
 - family emergency
 - medical visits
 - situations beyond the control of the student (such as court appearances)
 - other circumstances which cause reasonable concern to the parents/guardians for the mental, emotional, or physical health or safety of the student

- family vacations with approval of the school administration
- **Unexcused Absences:**
 - A student will be marked unexcused when parents/guardians fail to notify the school office of their child's absence.
- **Chronic Absences:**
 - Truant: a student who is absent without valid cause for a school day or portion of the school day
 - Chronic or habitual truant: a student who is absent without valid cause for 5% or more of the school year
 - Truant minor: a chronic truant student to whom supportive services have been offered and/or refused

School Office Procedures for Absences

The following interventions/strategies will be implemented when a student is absent, truant, or chronically truant:

- The school office will contact the parents/guardians if the student is not phoned in as absent.
- All parties listed as emergency contacts in the student's file will be contacted if the parents/guardians cannot be reached.
- If the administration is unsuccessful in reaching the parents/guardians or the emergency contacts, the police will be notified and asked to conduct a well-being check on the student/family.
- Parents/guardians of students who are chronically truant or absent will be provided with all available supportive services. These services may include parent/guardian conferences; student and/or family counseling; prevention, diagnostic, intervention, and remedial services; alternative programs; and other school and community resources.
- When efforts to persuade the student to attend school fail, written notice shall be sent to the parents/guardians stating that the matter is being turned over to the Regional Office of Education for truancy. Additionally, the student may be withdrawn from enrollment at Holy Cross School.

Release During the School Day Procedure

No child will be released to a person who is not known to the teacher, principal, or school office staff. If it is necessary for parents/guardians to take their child out of school for any reason once the school day begins the attendance record will be appropriately marked. The following procedure should be followed:

- A written note, email (hcs@holycrosselem.org), or phone call to the school office

should be placed in advance, providing pertinent information.

- Parents/guardians must notify the school office upon arrival to check their child out of school.
- Office staff will call your child out of class and send them to the main door after you arrive.
- If the child returns to school, he or she must buzz the door at the main entrance to enter and check in at the office before returning to class.

Partial Day Absence

Students will be marked absent for partial attendance based upon the following time schedule:

- **A** = Absent full day
- **T** = Tardy = less than 1 hour out of school
- **A1/4** = Quarter Day absent = 1 - 1.75 hours out of school
- **A1/2** = Half Day absent = 3 hours out of school
- **A3/4** = Three Quarter Day absent = 5.25 hours out of school

Homework Requests

Homework assignments can be collected if a request is received no later than 8:15 am.

Teachers cannot guarantee homework will be collected once classes have begun.

When possible, homework will be sent home with a sibling. Otherwise, homework will be available for pickup between 3 pm and 3:30 pm at the school office and/or outside bin.