

POLICIES AND PROCEDURES

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Regular attendance is essential to learning and showing academic growth. The responsibility for a student's school attendance is with the student and his or her parents or guardians. All students are expected to attend regularly and be on time for all classes. Classes begin promptly at 7:45 a.m. Sandridge School recognizes that setting a high priority on attendance and punctuality has resulted in students achieving academic success.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, attending a military honors funeral to sound TAPS¹, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to

school. All other absences are considered unexcused. The building principal must approve pre-arranged excused absences. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 630-828-5802 or 708-895-2450 before 8:00 a.m. to explain the reason for the absence. The parent can also email the school at attendance@sandridgesd172.net to report an absence. If a call has not been made or an email sent to the school by 9:00 a.m. on the day of a student's absence, administration will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Tardiness

Tardy to School

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness interrupts instructional time for all students. Promptness to class allows the teachers to begin the instruction on time for everyone. Tardiness to class is defined as not being physically in the room at 7:45 a.m.

Parents and guardians are responsible for getting students to school on time and remains until dismissal. Late arrivals and early dismissal disrupt classroom routine, affect academic progress and do count against attendance.

When students are tardy, they must be signed in by an adult in the main office. Students will be given a tardy pass and sent to class. Parents are not allowed to drop off students without coming in to sign them in. There are no exceptions.

The school and administration will take the following steps when a child is consistently tardy:

- Review the attendance of students and contact parent or guardian when a student has an excessive number of tardies.
- Take appropriate steps, to ensure that students attend school in a timely manner on a regular basis. These steps include but are not limited to: Determine root cause of truancy and offer solutions, parent contact, student/parent contract, home visit, parent meeting with administration, after school detention, referral for truancy.

Tardy to Class

A student late to class must have a tardy pass from the previous classroom teacher. If the student does not have a pass, the teacher will enter a referral in the system to document the tardy and will review expectations with the student. Multiple tardies may result in lunch or after school detentions. Administration may meet with student and his or her parents to determine root cause of tardiness and problem solve with parents or guardians to help the student get to class on time.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants and will be offered support services and resources aimed at correcting the truancy issues. These supports may include meeting with a problem-solving team, meeting with a social worker, developing a student improvement plan, connecting with community resources, or connecting with resources identified by the student's family.

If chronic truancy persists after support services and other resources are made available, the school and district may take additional actions that may include: referring family to the truancy office at SCISC4, reporting truancy to officials under the Juvenile Court Act, utilization of appropriate school discipline, reporting truancy to the Lynwood Police Department to secure additional resources, or reporting truancy to the Department of Children and Family Services to secure additional resources. A parent or

guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Planned Family Vacations

Absences for family vacations are unexcused. Parents should avoid planning vacations when school is in session. Students who fail to meet their classroom or homework responsibilities without a medical reason or documented family emergency will receive no credit. This includes family vacations.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction.

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Chronic Absence Data and Systems of Support

At the end of each year, chronic absence data will be collected and analyzed to determine what systems of support and resources are needed to engage our chronically absent students and families. Our attendance priority is to encourage daily attendance and success for all of our students.