

Absenteeism and Truancy Policy

Since learning is cumulative, it is essential that each child attend school daily. Frequent or lengthy absences not only deprive the child of learning opportunities but may lead to a decline in grades and influence eligibility to participate in extracurricular activities.

The following causes will be considered excused absences:

- Illness
 - Including the mental or behavioral health of the student
 - If a student misses three or more consecutive school days a doctor's note is required to return to school
- Scheduled health procedures including doctor appointments, dentist appointments, eye appointments, etc.
- Observance of a religious holiday
- Death in the immediate family or family emergency
- Circumstances that cause reasonable concern to the parent for the student's mental, emotional, or physical health or safety.

The procedure to identify the causes of unexcused absences will include but not limited to:

- Interviews with the student and their parent or guardian
- Interviews with any school officials who may have information about the reasons for the student's attendance problem.

Generally, a student is considered chronically absent if 10% or more of the school days of the most recent academic school year have been affected, including with and without valid cause. The following policy will be followed if a student is found to be chronically absent.

- The administration will determine the viability of the cause of the absences.
- If there is cause for concern the administrator will set up a conference with the family to discuss the chronic absenteeism,
- If circumstances merit it, the school administration may require family counseling or other community-provided services, separate from the school, that are available to truant and chronically truant students and relevant to their needs.
- If the situation does not improve, and St. John's cannot meet the needs of the student, the student may be asked to leave and enroll in another school that can better meet their needs.

St. John's Lutheran School will collect and review all absence and chronic truant data and determine what system of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success.

1. St. John's Lutheran School Adheres to the ISBE minimum of at least 176 5-hour days or 880 hours of instruction. Since learning is cumulative, it is essential that each child attend school daily, thus attendance is REQUIRED. Attendance records are maintained and forwarded to parents. St. John's complies with the State Board of Education policies regarding truancy. Frequent or lengthy absences not only deprive the child of learning opportunities, but may lead to a reduction in grades and influence eligibility to participate in extracurricular activities.

2. Students are to be present no earlier than 7:45 A.M. and no later than 2:45 P.M. on regular school days unless involved in a supervised activity. Students that are dropped off prior to 7:45 A.M. or not picked up by 2:45 P.M. will be sent to Cougar Camp. Parents must arrange transportation at the close of after-school activities.
3. Students arriving at school later than 10:00 A.M. or leaving school sooner than 1:00 P.M. will be counted as absent for one half day.
4. Students are to be in attendance each day of scheduled classes unless they are absent due to illness, medical needs or family emergency. Parents, please make appropriate arrangements to obtain your child's assignments for that period of time.
5. Parents are discouraged from planning absences that would involve a child missing school. In an unavoidable situation, parents must notify the principal and the child's classroom teacher of a planned absence. Such notification should be given well in advance, if and when possible.
6. The student will be responsible for completing all classroom assignments for the period of their absence. Students will have one day for every day missed to turn in required work. Students must also be prepared to take a previously scheduled test on the day of their return