

Per Article 27A of the School Code, the following is established as the Absenteeism and Truancy Policy submitted to Illinois State Board of Education on 12/9/2022:

Absenteeism and Truancy Policy  
St. Malachy School, Rantoul, IL  
Adopted 12/9/2022

**Attendance Procedures**

When a student is absent from school, the student's parent/guardian is requested to contact the school between 7:45am-8:30am to inform the secretary of the student's absence. If a student's absence has not been reported by 8:30am, a call will be made by the school office to determine the reason for the absence.

**Leaving School Early**

Parents must inform the School office of students who need to leave school early for medical purposes (doctor or dental appointments) prior to leaving the school. Parents should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) who will be picking the student up. If a student is ill during the day, the student must check out in the office before leaving the building. Students should not arrange for parents/guardians to pick them up; the office will contact the parents/guardians.

**Absences**

St. Malachy School recognizes three (3) categories of absences:

- Excused absences
- Unexcused absences
- Truant absences (after the 9th unexcused absence)

**Excused Absence:** An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family
- A family emergency
- Medical visits
- Prearranged absences such as family vacations
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other reasons approved by the Principal.

A health care provider's note is required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused." Students who have 9 or more cumulative days of absences due to sickness may be required to provide a doctor's note to excuse the absences.

**Unexcused Absence:** An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's parent/guardian or the Principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not.

**Truant Absences:** Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absences or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/teacher/principal conferences, student counseling, and/or involvement of the county truancy officer and/or local law enforcement. No punitive action, including out-of-school suspensions or court action will be taken against a chronically truant student unless available support services and other resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

**Family Vacation Absences:** St. Malachy discourages vacation trips taken during the year as valuable instruction time is lost. In the case of a prearranged or extended absence:

- A pre-arranged absence notification form must be filled out for 5th-8th grade students. These can be found online or in the school office.
- At all grade levels, the classroom teacher(s) as well as the school office must be notified prior to the absence.
- Classwork and homework given during the student's absence are expected to be completed.
- Teachers are **not** required to make individual or special assignments previous to the student's departure.
- Teachers are **not** required to prepare lesson plans in advance in order to provide assignments for the student.

**Tardiness:** Tardiness interferes with the student's progress and an interruption to the rest of the class.

- Students should be in their classroom by 8:00 am. If a child arrives for school after 8:00 am, he/she will be marked as tardy.
- If a student is late and has a doctor's note for an appointment, he/she will not be marked tardy.
- Habitual tardiness will not be tolerated. If your child is tardy 10 or more days, Administration will contact you to discuss the situation.
- Unexcused tardies will result in disciplinary action
  - Grades K-3 will lose a dojo point

- Grades 4-8 will receive a demerit

### **Make Up Work**

- Students who have absence(s) from school will be allowed to make up work for equivalent academic credit.
- Homework for absent students can be picked up on the bench at the Belle Ave entrance after 3:00 pm upon parent request
- All assignments given during a student's absence are expected to be completed by the student in a timely manner as determined by the teacher. A general guideline is to allow two days for each day missed.
- It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

### **Attendance at Extracurricular Activities**

Students who are absent, or who left school for an illness during the day, will not be allowed to attend or participate in extracurricular activities until they have attended school.

