

## ATTENDANCE POLICY: (January, 2023)

Regular daily attendance and punctuality are required and essential in order for the students to receive the maximum benefit of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his / her academic achievement. Frequent absenteeism seriously hampers academic progress.

Therefore in accordance with Illinois School Code (105 ILSC 5/26-2a), a child may not be absent from school without valid cause for 5 percent of 180 school days. This equates to 9 days. Valid cause for student absence shall be illness, observance of religious holiday, death in immediate family and family emergency, other situations beyond the control of the student as determined by administration, **and reasonable circumstances that cause concern to the parent regarding the safety of the student.** The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 shall cause such child to attend school the entire time it is in session during the regular school term.

Understanding that there is a connection between attendance and success at school, Trinity's attendance policy applies to students in K-8. Absences that are the result of valid causes will be considered excused absences. All other absences will be considered unexcused. Examples of both are below:

### Absences:

In the event of any absence, the student's parent/guardian is required to call the school by 10 am at (309) 829-7513 to state the reason for the absence. A Fast Direct message or hand written note explaining the student's absence must be turned within 2 days into the school office for the absence to be considered excused. This is to be done even if the absence was phoned in by a parent. Please note that students recovering from an illness must be fever free for 24 hours before returning to school.

After 10 total absences (excused and unexcused) any absence due to illness which lasts for more than two consecutive days must be verified by a medical note, which must be turned into the school office within two days of the student's return for the absence to be considered excused.

### Excused Absences

An excused absence can be defined as, but is not limited to:

1. Illness confirmed by a note from a parent/guardian (parent/guardian verified absences may not be excused if total absences are in excess of 10 days per year).
2. Illness confirmed by a medical note.
3. Medical appointment verified by a medical note.
4. Testing and assessment.
5. Observance of a religious holiday.
6. Court appearance demanded by official summons or subpoena verified by court.
7. Funeral (confirmed with a parent/guardian note).

8. School sponsored activities, e.g., field trips, athletic events or scholastic competitions.
9. Extenuating circumstances that have been approved by administration or **cause reasonable concern to parents/guardians regarding safety of student (such reason need to be communicated in writing to the school office).**

#### Unexcused Absences

An unexcused absence can be defined as, but is not limited to:

1. Any absence that is not confirmed by a parental/guardian or medical note.
2. Any absence from school without verification from the parent.
3. Vacation or personal business
4. Failure to attend because of transportation problems.
5. Non-school sponsored activities or events.

After nine unexcused absences (5% of the school year), Trinity will send a letter to parents and will schedule a meeting with the administration and/or support personnel to create an action plan to address the truancy issue. **Part of this process will involve interviewing student, parents, and school personnel to help identify the cause the of student absenteeism. An action plan will be developed that may include the need for continued parental conferences, counseling, and/or additional community services to respond to student need. Likewise, a** clause may be included that if the student misses any more school for the remainder of the year, a licensed physician's medical excuse will be required for the absence to be considered excused. If excessive absenteeism continues the matter will be brought before the School Council for consideration of loss of credit or disenrollment.

Students with a diagnosed medical condition that necessitates absence from school should send a medical report detailing the condition along with a letter from the doctor verifying the need for absence from school.

**TLS will annually review chronic absenteeism data to help determine what additional support systems many need to be developed for future use.**

#### **Make-Up Work for Absences**

All assignments and tests missed due to absences must be made up, regardless of excused or unexcused.

**Excused Absences:** For any excused absence there will be one day given to complete assignments for every day missing, up to a two week limit.

See following examples:

Example 1: A student has known for weeks of a test on Wednesday, but the student has an excused absence that day. In this scenario, the student would be required to take the test on Thursday.

Example 2: A student has an excused absence on Monday, when an assignment is given that is due Tuesday. In this scenario, the student would be required to turn in the work on or before Wednesday.

**Unexcused Absences:** For any unexcused absence there will be one day given to complete the assignment for everyday missing, up to a two week limit. However, after 9 unexcused absences, only 50% credit will be given for the unexcused work. Therefore, a student's grades may be affected by unexcused absences. Please remember there is a positive relationship between attendance and success in school.