

## **Attendance**

Illinois law requires that whomever 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 the child 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. The habit of regular and punctual attendance is strongly related to the success of every student. We ask that you help your child acquire this habit. In the event of an unexcused student absence, PES administration will interview the student and/or the student's parents/guardians in order to gain understanding toward the reason for the absence. Additionally, PES will utilize building-level attendance teams/committees to collect and review chronic absentee data in order to implement appropriate programming and resources for both individual students and building-level strategies, for the purpose of promoting the habit of daily attendance and overall student success.

### Reporting an Absence

All absences should be reported to the office of the school that your child attends by 9:00 a.m. each day a student will not be in attendance (Douglas: 815-872-9741, Jefferson: 815-875-4417, Lincoln: 815-875-1164, Logan 815-875-6415). An answering system is available when the office is closed. The school is required to contact the parent to verify any unreported absence, and an unexcused absence will be recorded if no contact is made. The final responsibility to assure the student is legally in school rests with the parent or guardian. Upon request of the parent/guardian, the reason for an absence will be kept confidential. Students and parents must act in compliance with the ILCS 5/26-1 and 5/26-2, which governs compulsory school attendance laws, excessive absences, and truancy.

### Tardies

In the interest of student safety, we request that parents contact the school if they are aware that their student will be tardy. Students arriving at school after the first morning bell must check-in at the office. In cases of repeated tardiness, the school will contact the parents. In cases of occasional tardiness, it will be reported to the parents by means of the report card. Consequences for tardiness will be progressive in nature and will be assigned by administration. Consequences may include but are not limited to parent contacts, referral to school district support systems, referral to the truancy officer.

### Excused Absences

An excused absence will be given for the following reasons: illness (including mental or behavioral health of a student), a death in the immediate family, a funeral, and school related activities. After an accumulation of 10 excused days for illness, any additional absences will be considered unexcused unless a doctor's note is provided.

If your child accumulates 5 absences for mental or behavioral reasons, any additional absences for mental or behavioral health reasons will require a doctor's note for the absences to be considered excused. If a student is absent for mental or behavioral health reasons for 2 consecutive days, the school counselor or school social worker will follow-up with both the student and parent.

Doctor, orthodontist, dentist, and therapy appointments are discouraged from being scheduled during the school day, however, we understand that sometimes those appointments cannot be avoided. A doctor's note/excuse must be provided upon return for the absence to be considered excused. Students leaving during school hours must be picked up in the office by the parent, guardian or designated responsible adult.

Parents sometimes wonder about when to keep a child home from school for an illness. Significant illness may include:

- **Your child's oral temperature exceeds 100 degrees, or is 1-2 degrees above the child's normal temperature. A child with a fever should remain at home for 24 hours after the temperature returns to normal.**
- **Your child vomits or has diarrhea and continues with these symptoms. A child with these conditions should also remain at home 24 hours after the symptoms are gone.**
- Your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
- If your child complains of severe, persistent pain they should be evaluated by your family doctor.
- If there are signs of conjunctivitis or pink eye (matter in one or both eyes, redness and itching, crusts on eyelids) the child should be evaluated by your doctor.
- A skin rash or open sore should be evaluated by your doctor.
- If there are signs of lice (nits in the hair, itching scalp), **the child should be evaluated by the school nurse. Please call the nurse any time you suspect a problem with head lice.** A non-pesticide treatment that is safe and effective is Lice B Gone, available at the Princeton Pharmacy at 610 N. Main St. Princeton.

- Cross-references:
- PRESS 7:70, *Attendance and Truancy*

### Unexcused Absences

An unexcused absence is an unauthorized absence from school, including but not limited to: oversleeping, car trouble, non-medical appointments, babysitting, family vacations, non-school sporting events, completing school work at home or leaving class or school grounds without permission. The student will be considered truant from school if the absence is unexcused.

- Cross-references:
- PRESS 7:70, *Attendance and Truancy*

### Make Up Work

If a student's absence is excused or if a student is suspended from school, they will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

If a student's absence is unexcused, the student will be assigned an academic intervention upon their return. The academic intervention will **not** occur during academic class time, but will be implemented during but not limited to the following times: lunch, recess, RTI/Study Skills. One day of academic intervention will be assigned for every unexcused absence. Students with an unexcused absence will be permitted to make up all missed work, including homework and tests, and will have equal time to the time to make up work (i.e. absent three school days-student has three days to make up work).

- Cross-references:
- PRESS 7:70, *Attendance and Truancy*

### Truancy

Student attendance is critical to the learning process and absences will be monitored closely. As defined in ILCS 5/26-2a, students who miss more than 1% but less than 5% 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 considered chronic truants. Chronic truants will be offered support services (parent conferences, student/family counseling, list of community resources/assistance) and other resources aimed at correcting the truancy issue.

If chronic truancy persists after support services (parent conferences, student/family counseling, list of community resources/assistance) and other resources are made available, the school and district will take further action, including

- Referral to the truancy officer
- Reporting to officials to the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

In compliance with compulsory attendance requirements detailed in Illinois School Code (105 ILCS 5/26-1) and in cooperation with the City of Princeton truancy ordinance, PES administration reserves the right to exercise consequences related to truancy.

- Cross-references:
- PRESS 7:70, *Attendance and Truancy*