

## ARRIVAL, ATTENDANCE & ABSENCE PROCEDURES-revised and approved 8/1/22)

### Student Arrival

School begins at 8:05 a.m. Students are not to arrive before 7:50 a.m. (unless they are enrolled in the Before and After School Program). Students arriving between 7:50 a.m. – 8:05 a.m. are to go directly to the classroom. The school doors will open at 7:50 a.m. (SEE [DAILY SCHEDULE](#) on page 20)

### Tardy

Students who arrive at school after 8:05 a.m. (except for bus riders) will be marked as tardy and must report to the office before going to the classroom. Students who arrive after the morning bell within the first 40 minutes (up until 8:45 a.m.) of the instructional day are recorded as tardy. (Students who arrive 8:46 a.m. on will be recorded as ½ day attendance/absent.) After the third tardy within a quarter the office will notify the parents.

Excessive tardiness is an attendance problem.

Please note: By law, 12 tardies results in the Attendance Officer of the Regional Office of Education being contacted as well as 4 tardies equals one day inexcusable absence, 9 inexcusable absences will result in the Attendance Officer being contacted, students absent more than 18 days will be considered for retention.

### Truancy

The Truancy Officer may be called regarding students who have a pattern of chronic or excessive tardiness or absenteeism.

## ATTENDANCE

**Daily attendance is required for each** students' academic growth. Further, it is the law! Since absence from school interferes with his/her progress, parents are asked to cooperate in keeping absences at a minimum. Daily attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance, which will carry over into adult life. Each class or each day your child misses school is a day that cannot be fully made-up. Made-up assignments cannot fully recover what was said and actually taught during the class period. If your child is doing poorly in her/his schoolwork, poor attendance might be the first place to begin an improvement. If it is necessary to take a child from school for an appointment, a written note must be given to the teacher. The parent or designated person taking the child must also report to the office to sign the student out when they leave the premises. When a student is returned to school, the parent/guardian must also report to the office to sign the student in. Students who develop a pattern of chronic tardiness or absenteeism may be referred to the Attendance Officer of the Regional Office of Education. The combination of unexcused absences and tardies constitutes the definition for truancy. If the number of absences/tardies equals or exceeds 5% of the school year (approximately 9 days

absent or 12 tardies), it is considered excessive by state standards. If truancy is chronic, the truancy team must be contacted according to state law. Students need to arrive to school by 8:05 a.m. The school offers an academic term of at least 176 days of pupil attendance annually, with at least five clock hours of instruction daily or at least 880 clock hours of instruction annually. The school requires students who are enrolled to attend DAILY during the entire regular school term.

## Absences

Please call the school office (217-223-1120 between 7:45 a.m. and 8:30 a.m. if your child will be absent for the day. Because we are concerned about our students' safety, parents MUST notify the school by 8:30

when their child is to be absent. Students who are chronically absent will be reported to the Regional Superintendent of Schools Office. If the parent/guardian has not called the school to notify the absence of their child the school will call the parent for clarification of the missing student(s).

St. Peter School abides by the following guidelines set by the Illinois State Board of Education for absenteeism:

- ❖ **A full day of instruction is considered to be 300 minutes (5 clock hours) or more.**
- ❖ **A student who is present 300 minutes or more for instruction each day is claimable for a full day of attendance.**
- ❖ **A student who is present 150-299 minutes for instruction each day is claimable for one half day of attendance.**
- ❖ **A student who is present 0 to 149 minutes for instruction each day is not claimable for attendance. Lunch/Recess is not considered as instructional time.**

**Please note: Students absent more than 18 days will be considered for retention.**

Any absences after the 9 allotted excused absences will be considered unexcused unless a medical statement by a physician is submitted upon the student's return. Any student who has used the allotted 9 absences will be considered unexcused without a doctor's note and, therefore, truant for each day.

- When a student reached this point, a meeting will first be convened with parent(s) and administration to determine/understand the reason for excessive absences. Students may or may not be included in the meeting as deemed inappropriate.
- The administration team and/or parents may choose to include others to participate in the meeting to best ensure a successful plan to remediate the current course as it relates to attendance (guidance counselor, teacher(s), coach, pastor, etc.)

At this time, students and their families will be made aware of the resources available to them to ensure timely and consistent school attendance as part of the process to remediate the issue:

- Conferences with administration and teachers (weekly, as needed)
- Counseling for students and/or daily check-in/check-out services
- Awareness of options for family counseling. (ex. Catholic Charities)
- Awareness of options for family and/or student support within the community: for example: Catholic Charities; local law enforcement initiatives, etc.

*Checked Out:* A student is considered CHECKED OUT if he/or she is gone to an appointment for 40 minutes or less of instruction time. If a student is gone 41 minutes or longer during instructional time the student is marked as ½ day absent.

*Leaving During the School Day:* Students who must be excused for appointments during the school day must bring a written notice in advance stating the time and reason for the absence. Students must be signed out in the office by a parent or guardian and must sign back in at the office upon return. Students who leave during the school day due to illness must also be signed out by the parent or guardian who picks him or her up.

Parents who are picking up students during the school day for any reason should report to the main office upon arrival.

Also see Drop Off and Pick Up Procedure for additional information.

*Vacation During the School Year:*

Vacations during the school year are highly DISCOURAGED and are considered as an unexcused absence. If a vacation must be taken causing a student to miss several days of school, please notify the teacher(s) and the office prior to the vacation. If possible, the teacher may give a portion of the assignments in advance. Teachers are not required to give assignments in advance for vacation purposes. (Any homework given in advance is due upon the date of return.) The majority of the assignments, however, will be issued upon the return of the student so that the teacher is present to give the appropriate instruction and explanations.

*Record Keeping Used for Absences:* (Excused & Unexcused)

All absences are recorded as excused, unexcused, or truant. The principal may use his/her discretion in all matters of attendance. (All absences - excused or unexcused and tardies are recorded on the report card, on FACTS SIS and in a student's permanent record.)

## EXCUSED ABSENCE

### **Valid causes for absence from school are:**

- Personal illness (After 3 days ill within a semester, doctor's confirmation of illness is required. If documentation is not received it will be recorded as an unexcused absence.)
- Death in the immediate family
- Family emergency (determined by the school principal)
- Observance of religious holidays
- Medical appointment for students
- Civil court appearance
- Principal may require doctor's excuse after three (3) days absence or longer.

## UNEXCUSED ABSENCE

All other reasons for absence not listed above can be considered unexcused/truant.

**Below is a list (by no means comprehensive) of some unexcused absences:**

- 4 tardies results in a 1 day unexcused absence
- Parent or other family member ill
- Family vacations/out of town trips
- Missed bus
- No transportation/car trouble
- Hair appointment
- Resting
- Oversleeping
- Medical appointments for other members of the family

## *TRUANT*

There is no contact from the parent and the school is unable to make contact.

The administrative team will meet quarterly to review attendance reports generated from the student management system (Facts SIS), specifically noting the reports for those students who are chronically absent, checking for progress and/or regression from the remediation process.