

## ATTENDANCE POLICY

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at 618-245-2222 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school.

If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants.

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

### Absences Per Semester

Students shall be permitted **NO MORE THAN FIVE (5) EXCUSED ABSENCES PER SEMESTER BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE.**

After the student has been excused **(5)** days during a semester, additional excused absences for illness may only be verified through a written medical statement from a physician.

Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student or other reasons determined by the administration to have necessitated an absence. The reasons for such absences must be verified by the parent/guardian. If a student has a doctor or dental appointment, they should bring verification from their appointment and turn it in to the office.

If a student absence is verified by a doctor's excuse before the student has reached the limit of **five (5)** days (or classes) of excused absence, that absence will not count toward the **five (5)** days permitted by this section. **ANY NOTE TO EXCUSE AN ABSENCE BY A DOCTOR MUST BE TURNED IN WITHIN 5 DAYS OF THE ABSENCE.** Parent notes to excuse an absence must be turned in to the attendance secretary by the end of the calendar month in which the absence occurred.

Cases concerning truancy will be turned over to the School Attendance Office and Regional Office of Education. Students designated as *chronic or habitual* truants may face disciplinary action such as suspension, alternative school placement or expulsion.