

Carroll Catholic School – Absenteeism & Truancy Policy

Daily Attendance

Illinois School Code considers a full day of student attendance to be a minimum of 300 minutes of direct instruction for students in grades 2-8 and a minimum of 240 minutes for students in grades K-1. Students who are in attendance for less than 300/240 minutes but for at least 150/120 minutes will be considered absent ½ day. Students in attendance for less than 150/120 minutes will be considered absent for one full day.

Regular attendance at school is a must for a student to benefit fully from his or her education. Attendance will be checked at the beginning of each school day. When a student is absent from school, the parent/guardian should notify the school office by 8:30 a.m.

Tardiness

Tardiness is occasionally unavoidable, but habitual lateness may result in a conference with parents or further action. A student arriving 60 minutes after the start of school will be considered ½ day absent.

Excused Absences

Excused absences will be granted for the following reasons:

- Illness of the student, including mental or behavioral health. Note: illnesses requiring the student to be absent from school for more than three consecutive days will require a written medical excuse from a physician as requested by the principal.
- Serious illness or death in the immediate family.
- Medical appointments—every effort should be made to schedule these appointments outside of school hours.
- Observance of a religious holiday.
- Other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.
- Other situations beyond the control of the student, as determined by the principal.

If a student's absence is excused, the student will be allowed to make-up all work and receive full credit.

Early Dismissal

Parents should make every effort to schedule medical or dental appointments outside of school hours. No student will be permitted to leave the school premises before the scheduled dismissal without a request from the parent/guardian and permission from the principal. Students are to be met in the school office by the parent/guardian when leaving early.

Unexcused Absences

If a student's absence is unexcused, he/she must make up all work in order to keep up with the class, but will receive no credit for the work. Unexcused absences will be determined by the principal through interviews with the student, the parent or guardian, and any school official who may have information about the reasons for the student's absence.

Written Excuses

Parents are required to send an email or a written excuse for early dismissal, tardiness, or leaving grounds during the school hours. Parents are required to call the school if their child is absent.

Make-up Work

Students will be given two days for each day missed for an excused absence. Students missing school due to family vacation shall be given one day to make up work for every day missed.

Family Vacations

Vacations during the school year are not recommended. Parents must notify the school principal in writing one week in advance of a leave from school. Failure to do so may result in the student not being allowed to make up missed work.

Work missed while absent is difficult to make up upon return to school. Parents are responsible for seeing that their child makes up all work.

Funeral Attendance Policy

It shall be the policy of Carroll Catholic School that the community supports its members and families in the following way when a death occurs.

1. In the event of a death of a faculty member or staff member (or their spouse or child) or a student, individual classes, up to the entire faculty, staff and student body shall be dismissed from school at a time that is convenient for attendance at the funeral, as determined by the principal.
2. In the event of a death of others not listed in paragraph one, students shall be allowed to attend funerals as an excused absence.

Truancy

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.