

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child:(a)between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours*(10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and class work assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.

9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

[For high school and unit districts only]

14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 18.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted-January 19, 2022

Attendance

DAILY SCHEDULE

Teachers report to work at 7:45 am. The time between 7:45-8:00 am is reserved for teachers to work on lessons, consult with staff, work with students, or attend meetings. School begins at 8:00 am and ends at 3:05 pm. Students are permitted in the lobby prior to 7:55 am. They may see a teacher in his/her room if the student has an appointment. Only those students who are under the direct supervision of an adult will be permitted in the building between 7:00 a.m. & 8:00 a.m. and after 3:30pm

STUDENT ATTENDANCE

There is a direct relationship between attendance, grades, and success in school. The Liberty School District insists that students maintain good attendance. The emphasis of the attendance policy at Liberty is to place the accountability on the student and parent. It is the students' and parents' responsibility to assure regular attendance.

Absences will be classified as either:

1. Excused Absence
2. Unexcused Absence

Excused Absences

1. Illness
2. Mental Health Days(5 days)
3. Funerals
4. Family Emergency
5. Required Court Appearance
6. Other Absence Approved by the Administration
7. Deer Hunting - if a copy of the deer tag is provided to the school
8. Work days - if a parent calls in to verify that the student is working
9. MEPS testing

* In order for #6 and #7 to be excused the student must stay within the 9 excused absences for the year.

PARENTAL EXCUSED ABSENCE/ ABSENCE NOTIFICATION

*It is the responsibility of the parent to notify the main office by phone (645-3389) on the day of the absence or send a note upon the student's return. In the event the attendance office is not notified by a parent, contact will be pursued. If contact is unsuccessful, the absence will be considered unexcused, and the parent will have **two** days following the absence to clarify the situation.*

Notes/phone calls from parents and guardians will be accepted for nine excused absences for the school year. These parental excused absences should follow the guidelines of excused absences. Any note from a doctor or dentist indicating an absence due to a medical condition preventing attendance will not count toward the nine day parental excused absences. Absences due to funerals, pre-arranged college days for Juniors and Seniors, and school related field trips also will not count toward the nine day parental

excused absences. In extraordinary circumstances the Administration can declare that absences will not count toward the nine day parental excused absences. For each absence beyond the nine parental excused days, doctor's or dentist's note will be required indicating that the absence was due to a medical condition. Failure to do so will result in an unexcused absence.

If you arrive at school between 8:00 - 8:15 you will be considered Tardy. It does not count as an absence. Students who arrive at school prior to 8:15 are considered in school all day. Any student arriving after 8:15 will be considered tardy as well as absent unless a doctor's note is given upon arrival at school.

Partial day absences from school will be based on the following:

If You Are Absent From School between	Time Counted as Absent
0 to 1 hour 45 minutes	¼ day absence
1 hour 46 minutes to 3 hours 30 minutes	½ day absence
3 hours 31 minutes to 5 hours 15 minutes	¾ day absence
5 hours 16 minutes to 7 hours	Full day's absence

MAKE-UP WORK POLICY

If an absence is excused, the student will be allowed to make-up any work or tests that were missed. It is the responsibility of the student to make the necessary arrangements with his/her teachers to make-up any and all work missed.

A student who misses one class day is expected to have his/her work ready the day after he/she returns to school. It is the student's responsibility to contact his/her teachers for the missed work. Students are allowed one day make-up time per each day of excused absence. If at school anytime during the day, the student must turn in all required homework and make arrangements with classroom teachers to take any quizzes or tests missed during the absence.

Students who have an unexcused absence from school may turn in work missed on that day. The work is due at the same time as it would have been if the student was in attendance.

PRE-ARRANGED ABSENCES

Students who know they are going to be absent from classes in advance for activities such as a college visit, vacation, medical appointments, etc must complete a pre-arranged absence form. All work missed because of a prearranged absence is due when the instructor specifies, this includes work missed due to field trips.

COLLEGE VISITS/JOB SHADOWING

College day visit is one in which an appointment has been made with the Admissions Office of the preferred college and a campus tour has been arranged with a college staff member. In addition, students may arrange to meet with faculty members in departments of interest.

Elementary

ATTENDANCE – ILLNESS AND ABSENCES:

School Hours – 8:05am-3:10pm

We will load buses at 3:05pm on regular attendance days.

It is the responsibility of the parent to notify the main office by phone (645-3481) by 9am on the day of the absence. In the event the attendance office is not notified by a parent, contact will be pursued. If contact is unsuccessful, the absence will be considered unexcused, and the parent will have two days following the absence to clarify the situation.

Notes/phone calls from parents and guardians will be accepted for **nine excused absences for the school year**. These parental absences should follow the guidelines of excused absences. Any note from a doctor or dentist indicating an absence due to a medical condition preventing attendance will not count toward the nine day parental excused absences. Absences due to funeral will not count toward the nine day parental excused absences. Pre-arranged absences will count toward the nine day parental excused absences. In extraordinary circumstances the Administration can declare that absences will not count toward the nine day parental excused absences. **For each absence beyond the nine parental excused days, a doctor's or dentist's note will be required indicating that the absence was due to a medical condition.** Failure to do so will result in an unexcused absence.

To be eligible to participate in extracurricular activities, students must be in attendance the entire day unless a doctor's excuse is provided. Students will be permitted to leave school for a doctor's appointment. However, they are expected to be at school prior to the appointment unless the appointment is made for 9:30 a.m. or earlier. After the appointment, students must return to school. Remember to bring your doctor's excuse to the office.

TARDIES

Tardiness to class disrupts and distracts from the planned class or activity. Students must be on time to school. School officially starts at 8:05am, therefore any student arriving after that time would be considered tardy. Any student with unexcused tardies of 5 or more will earn a lunch detention or loss of recess.

This cycle will end at the semester and the student will start over on the first day of the new semester.

PERFECT ATTENDANCE

To receive Perfect Attendance, students must be in attendance every school day from 8:05 AM to 3:10 PM. Students receiving any tardies or leaving school prior to the 3:10 dismissal time will not receive Perfect Attendance. Students may arrive at school starting at 7:30 am when school is in session.