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## **ATTENDANCE AND TRUANCY POLICY (effective 8/16/2024)**

### **Attendance Policy**

Students are required to attend on a regular basis. If a student is to be absent from school a phone call or written note must be given to the teacher in advance or within one hour of school start time. For SALT students, an attendance rate that drops below 80% may result in a referral back to the Home School.

### **Student Absences**

- If a student is going to be absent from school, parents must report their student's absence every day the student will be absent. Valid causes for an absence include:
  - illness
  - observance of a religious holiday
  - death in the immediate family
  - family emergency
  - other situations beyond the control of the student
  - other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health (physical or mental)
  - or any other reason as approved by the I-KAN Schools Principal.
- Students will be allowed up to four days of explained or excused absences per semester. (Explained absences are pre-arranged at least 24 hours prior to the absence. Examples of explained absences include: court appearance, family vacations, scheduled religious activities.)
- Parents/guardians are urged to use our 24-hour answering machine 815.935.7282 to report the absence. This call should be made no later than an hour before the student is scheduled to begin school. At 12:00pm, a robocall will go out to all contacts listed for any student marked Absent/Unexcused in TeacherEase for the day.
- A student must produce a doctor's note after three consecutive days of absence.
- After the 8<sup>th</sup> accumulative day of absence, a physician's note is required to receive an excused absence. If a student presents a court subpoena, that absence will not be counted against the allotted 8 days.
- Beginning in 2022, according to Illinois law, students have an additional 5 Mental Health Days that they can use as needed. These absences do not require a doctor's note, and can be used by the student at any point during the school year. Assignments and assessments missed as a result of using a Mental Health Day are still the responsibility of the student to complete.

### **Religious Holidays**

A student shall be released from I-KAN School Programs, as an excused absence, for the purpose of observing a religious holiday. The parents(s)/guardian(s) must give written notice to the office five days before the student's anticipated absence. Excused absence procedures are followed by teachers

providing the student an opportunity to make up any examination, study or work requirements. (105 ILCS 5/26-2b)

### **Truancy**

- An accumulation of unexcused absences will result in the Kankakee County Attendance Assistance Program (Truancy) being notified with the possibility of students being referred to Truancy Review Board (TRB) and/or truancy tickets being issued to the custodial adult if student attendance does not improve. I-KAN School Programs must report truancy information to the Regional Office of Education (ROE) and the ROE may file a truancy petition for students who accumulate several unexcused absences. *A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.*
- In order to re engage a student who is truant or chronically absent, I-KAN schools might use any of the following interventions to identify the causes of unexcused absences:
  - staff problem solving committee
  - parent conferences
  - student social work/counseling services
  - provide information about community resources available to truant students and families of truant students
  - report student to officials under the Juvenile Court Act
  - refer student to State's Attorney program
  - apply appropriate school discipline.