

## **Holy Family Parish School Absenteeism & Truancy Policy**

The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to do his/her part to help support our mission as well as set his/her student up for success. As partners in the educational process at Holy Family Parish School, parents/guardians can provide that support by setting rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school each day on time and is picked up on time at the end of the day
- To notify the school when the student has been absent or tardy with a valid reason (see below).

### **Absences**

Regular school attendance is a prerequisite for successful learning. Students should strive to be in school each day and be on time. **PARENTS ARE REQUIRED TO PHONE THE SCHOOL OFFICE at (309) 688-2931 or email [absent@peoriahfs.com](mailto:absent@peoriahfs.com) TO REPORT ABSENCE or tardy BEFORE 9:00 A.M.** If a student's absence or tardy has not been reported by 9:00 A.M., a call will be made by the school office to determine the reason for the absence. If your child is absent 10 or more days in any grading quarter without a serious illness and a doctor's written excuse will be contacted by Administration to discuss ways of improving attendance. The family may also be referred to the School Counselor for intervention. Excessive absences of 20 days or more may jeopardize promotion to the next grade level and enrollment status. Per state law and the Illinois School Code, it may also be reported to the truancy officer at the Office of the Regional Superintendent of Schools. Absences and tardies are recorded in our Student Information System, TeacherEase. Valid causes for an an excused absence are:

- Illness, including mental or behavioral health of the student (Note: Upon the fifth absence, a counseling referral will be made.)
- Observance of a religious holiday
- Death in the immediate family or family emergency
- Other situations beyond the control of the student, as determined by the school administration
- Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health a\or safety of the student.

Any student arriving after 10:00 am or leaving after 10:00 am will be marked a half day absent except for an excused doctor's appointment. Students are responsible for making up class work that has been missed. Students have one day to make up work for each day of an excused absence.

### **Early Dismissal by Parent Request**

All parental requests for an early dismissal should be communicated via phone or in writing and must be shown to the homeroom teacher and secretary. Children will be

released from school only upon the personal or written request of a parent or guardian.

The main door should be used by parents if the student is tardy or has a pre-arranged early meeting with a teacher. Students also use this door when they are waiting to be picked up during school hours.

### **Medical Appointments**

Parents are asked to schedule medical and dental appointments for non-school hours/days, whenever possible; however, if a student is required to be absent from school for any amount of time, a note from the medical office is required upon return for it to be considered excused.

### **Tardiness**

Respect for the learning atmosphere requires that students be on time for school. Morning prayer, the Pledge of Allegiance, and daily announcements begin immediately following the 8:00 am Opening Bell. **There is no tardy bell.** Therefore, all students arriving after 8:00 am will be considered tardy and **must first report to the main office** to be marked tardy.

A student who arrives tardy with a parent/guardian, a note or a phone call is considered as having an excused tardy.

If tardiness is frequent or habitual, more than 5 days in any grading quarter without a serious illness and a doctor's written excuse will be contacted by Administration to discuss ways of improving tardiness. The discipline plan further explains student consequences for excessive tardiness. Excessive tardiness of 10 days or more may be reported to the truancy officer at the Office of the Regional Superintendent of Schools and may jeopardize current/future enrollment.

### **Homework Pick-Up**

Please send an email to your student's teacher if you would like work sent home with a sibling or neighbor. Make-up work should be picked up after school is dismissed. Please do not ask teachers to gather a student's homework for pick-up during the school day. Homework is placed either on the white shelves under the office window or on the bench in the breezeway.

### **Family Vacations**

The school calendar provides ample vacation time at Christmas, Easter, Spring Break, summer and weekends. The school discourages vacations or trips taken during the school year. Valuable instruction time is lost and the quality of schoolwork suffers when it is unaccompanied by instruction and immediate feedback. Learning activities and classroom dialogue can never be replaced by the assignment of extra written work.

- If parents do plan a family vacation during school time, parents assume the responsibility of seeing that their children are instructed in the material presented in their absence.
- Class work and homework given during the student's absence are expected to be completed.
- Teachers are **not** required to make individual or special assignments previous to the student's departure.
- Teachers are **not** required to prepare lessons, in advance, to provide assignments for the vacationing student or tutor the child when he/she returns.

*Updated August 2022*