Absence Policy

Truancy Policy
After nine unexcused absences (5% of the school year), St. Pius will send a letter to parents and will schedule a meeting with the administration and the social worker to create an action plan to address the truancy issue.

Students with a diagnosed medical condition that necessitates absence from school should send a medical report detailing the condition along with a letter from the doctor verifying the need for removal from school.

In the event of any absence, the student’s parent/guardian is required to call the school at (630) 627-2353 to explain the reason for the absence. If a call to the school has not been made by 9:00 a.m. on the day of the absence, school personnel will call a parent/guardian to inquire as to why the student is not in attendance. A signed note must be turned in the office, within two days of the student’s return to school, for the absence to be considered excused, even if the absence was phoned in by a parent. Excused and Unexcused absences are defined below.

Illinois Truancy Code Section 3 – Attendance and Truancy
The Illinois School Code requires compulsory school age attendance (105 ILCS 5/26-I.-15). Valid cause for student absence shall be illness, observance of religious holiday, death in immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by administration. The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 to cause such child to attend school the entire time it is in session during the regular school term.

Any absence due to illness which lasts for more than two consecutive days must be verified by a medical note, which must be produced within two days of the student’s return for the absence to be considered excused. The student should have a note with them explaining their absence for the morning, whether from a parent/guardian or from a physician should the absence result from a medical appointment. Students are limited to nine days of absence per year. Any absences beyond the allotted amount will be considered an unexcused absence unless a medical statement by a physician is submitted to the school upon returning. Students who have used their allotted nine absences per year will be considered unexcused and therefore truant per class period missed.

Excused Absences
An excused absence can be defined as, but is not limited to:
1. Medical appointment verified by a medical note.
3. High school shadow day.
4. Illness confirmed by a medical note (after two days out of school before nine unexcused absences, one day after nine unexcused days).
5. Observance of a religious holiday.
6. Illness confirmed by a note from a parent/guardian (parent/guardian verified absences may not be excused if total absences are in excess of nine unexcused days per year).
7. Court appearance demanded by official summons or subpoena verified by court.
8. Funeral (confirmed with a parent/guardian note).
9. School sponsored activities, i.e. field trips, athletic events or scholastic competitions.
10. Extenuating circumstances that have been approved by administration.

Unexcused Absences
An unexcused absence can be defined as, but is not limited to:

1. Any absence that is not confirmed with a parental/guardian, medical staff, or within the two day grace period.
2. Truancy (absence from school without verification from the parent).
3. An illness which lasts for more than two consecutive days that is not verified by a medical note.
4. Vacation days taken with family (credit will be given if student meets the expectation of the building principal and classroom teachers).
5. Personal reasons or business.
6. Failure to attend because of transportation problems, unless transported by school bus.
7. Non-school sponsored sports activities or events.

Parents will be notified by the school after a student’s 9th unexcused absence of the year. Parents will be informed by letter, and concerns will be shared about their student’s attendance. The letter informs parents that, if the student misses any more school for the remainder of the year, a licensed physician’s medical excuse will be required for the absence to be considered excused. Unless there are very unusual circumstances, missing more than nine days of school by the end of the second quarter is excessive. Students need to be in attendance to receive credit. With the exception of excused absences due to medical reasons, bereavement, shadow days, and religious holiday observance, both unexcused and excused absences count towards absence days which can result in loss of credit. Work that was due or completed in class on the day of an unexcused absence does not earn credit. Therefore, a student’s grades may be affected by unexcused absences. Teachers will extend deadlines for missed work due to an excused absence. Please remember there is a positive relationship between attendance and success in school.

**Attendance and Extra Curricular Participation**

Any student who is not in school at the start of the school day or leaves school will not participate in practice or any extra-curricular event that night. Students who leave school because of sickness, who are tardy or absent for any reason other than for medical appointments, or who miss school because of shadow days or funerals (all must be verified) will not be allowed to attend or participate in extracurricular activities or practice on the same day. This pertains to that day only. Daily attendance will be forwarded to the Athletic Director who will forward this information to coaches.

**Homework Requests**

As homework is meant to reinforce what is covered during the class day, the faculty and administration *strongly* advise that children be given time to rest and recover when they are ill, and therefore the due dates of assignments are extended for children who miss due to illness. For each day a child is absent, he/she will receive a one-day extension. In the instance that you would like for your child to receive his/her homework during an absence, please inform the school office by 9:50 a.m. Homework will be sent home for students who are absent for two or more consecutive days. Homework will not be sent home for students who were absent for one day. Each child will be given a “Homework Request” form for parents to complete prior to the beginning of the school year. This form will allow parents to determine where to send homework when their child is absent for more than one day. Homework requests are kept on file in the child’s homeroom. Parents may choose between having siblings or classmates bring their child’s homework home or they can opt to have the homework held at the school counter for pick up at 3:10 p.m. Homework is not available earlier in the day.