

Absentees and Tardiness

(from the 2017-2018 Family Handbook)

1. All registered students must be present on the first day of school. The attendance record is marked accordingly.
2. Every student must be in his/her homeroom no later than 8:05 AM in the morning. Tardiness is recorded on the student's Attendance Record.
3. If a student is absent, a parent/guardian must call the office no later than 8:10 AM, or send a note stating the reason for the child's absence. This is a safety precaution for the student.
4. After an extended illness or concussion, the school must be furnished with a note or certification from the attending physician stating that the child can be allowed to be back in school.

Excessive Tardiness

Students are expected to arrive at school on time every day. Tardiness is disruptive and deprives the student of essential instructional time. In order for a student's tardy to be considered "excused," it must be due to a valid cause.

"Valid cause" for tardiness includes:

- Illness (of the student or another family member)
- Unforeseen transportation issues (i.e. car won't start, accidents, severe weather, other unusual traffic obstacles)
- Other urgent situations beyond the control of the student's family (i.e. fire, flood, natural disaster)

All other reasons for tardiness are considered "tardy without a valid cause" (even if the parents/guardians have notified the school) and are recorded as unexcused in the school's attendance records.

Action Steps for Excessive Tardiness

1. A written warning shall be sent to the parent/guardian informing them of the number of current tardies that the student has accrued.
2. Continued excessive tardiness will result in a mandatory meeting between the principal, teacher(s), social worker, parents, and student to discuss the reasons for the documented unexcused tardies. An action plan to improve student punctuality will be formalized in writing at the meeting.

Truancy

Section 26-2a of the Illinois School Code defines chronic truancy as absence from school without valid cause for 5% or more of the previous 180 regular attendance days (i.e. 9 or more attendance days). A student is considered truant when he/she is absent from school for a school day or portion thereof without valid cause.

Action Steps for Chronic Truancy

1. A written warning shall be sent to the parent/guardian indicating that the student's continued enrollment at the school may be in jeopardy due to excessive absences.
2. Continued chronic truancy will result in a mandatory meeting between the principal, teacher(s), parents, and student to discuss the reasons for the documented unexcused absences and the seriousness of the student's truancy. An action plan to improve student attendance will be formalized in writing at the meeting.
3. Continued chronic truancy may result in termination of the student's enrollment at the school as well as notification to the Lake County Regional Office of Education.

Planned Absences (Vacations)

Saint Anastasia Catholic School discourages planning vacations while school is in session as it interrupts the educational process. In the event that a child is taken out of school, it is the responsibility of the student to get his/her assignments **after** he/she returns. All work must be completed within a week. Any missed assessments will be scheduled at the teacher's convenience.

Early Dismissals

No student shall be allowed to leave the school premises, unless a parent is notified or a parent makes such a request from the office. For early dismissal, a parent or a designated adult must pick-up the student and sign them out from the school office.

Staying After School

Students are not allowed in the building after 3:00 p.m. If a child stays with the teacher after school hours, advance notification is given to parents. Students who remain in the building waiting for sport's practice will be required to attend extended day at the family's expense, according to the Innovation Learning guidelines.