

4.3 ATTENDANCE – SCHOOL

It is essential that students who are enrolled at Bethany Lutheran School attend daily during the entire regular school term in order to provide continuity in the learning program and to enhance the probability of success in school. Absences for reasons other than illness or emergency situations are to be avoided. The student is responsible for missed assignments. The number of school days allowed to make up work is equal to the number of school days absent. Doctor appointments, dentist appointments, and vacations should be scheduled for times when school is not in session. To ensure the safety of the student, the parent or guardian must contact the school office when a child is absent through one of the following methods:

- Email the office and the classroom teacher.
- Telephone the school office no later than 9:00 a.m. the day of the absence

If a student must leave before the end of the school day, the parent/guardian must come to the school office to sign out the student. Please send a note to the student's teacher requesting early dismissal. In the Illinois School Code, an excused absence is defined as:

- Illness, including the mental or behavioral health of the student;
- 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 leadership;
- Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health and safety of the student.

All other absences are considered unexcused by the State of Illinois. This will be determined at the minimum through phone call inquiries and interviews.

Bethany will make available to truant or chronically truant students information for services to improve their attendance. Per the law, these services include parent conferences, names for student/family counselling, and information about existing community services that area available to truant and chronically truant students and relevant to their needs.

Per Section 26-18 of the School Code, we will collect and review our chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success.

The State of Illinois defines an unexcused absence as truancy, with excessive truancy defined as 5 percent of school attendance days. Any student who accumulates combined unexcused absences of more than 9 attendance days will be considered for grade level retention. Parents of students affected by this policy will need to meet with the principal to determine if the student will be promoted to the next grade level.

[105 ILCS 5/22-92(a)(b)]