

## 24.25 NBJH Attendance Procedures

Students are much more likely to succeed in academics if they have consistent school attendance.

If a student is absent, it is the responsibility of the parent/guardian to call Mrs. Peecher, Jr/Sr HS Attendance Secretary, at 217-488-6012 ext 221 by 8 AM to report the student absence.

Any student absent from school without a call from a parent will be contacted before 10 AM to confirm the student absence and inquire for the reason for the absence. Absences may be excused by a parent/guardian up to and including the fourth day. After the fourth absence, a doctor's note or legal document (court, etc.) will be required. Student Absences will be limited to 4 days verified by a parent in addition to 5 days for Mental Health as per the Illinois School Code.

The Illinois State Board of Education considers any student absence over 9 days - excused or unexcused - as a chronic absence. Student absences are designated as excused, **excused and exempt from truancy reporting**, or unexcused.

Absence Designations			
Excused/Parent Request Up to 4 Days	Excused as per School Code and Exempt from Truancy Reporting	Excused as per CUSD #16 School Board and Exempt from Truancy Reporting	Unexcused Parental approval to miss school does not necessarily mean that the school will approve the absence.
Illness	Mental/Behavioral Health (5)	Illness for 3 Consecutive Days of Absence w/Dr. Note	Any parent request over the allotted 4 days that does not fall into the exempt category
Attendance at a funeral for someone that is not an immediate family member.	Observance of a religious holiday or event not provided by the school calendar - parent must provide written notice 5 calendar days prior to the absence.	Death in the Immediate Family and attendance at the funeral of the family member.	Any Mental Health Day over the allotted 5 days
Family Emergency	Attending a Civic Event	Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety	Any Planned Absence Day over the allotted 5 Days
	Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election	The Principal, in its discretion, may excuse a student for additional days relative to military leave or deployment.	Any religious holiday taken without 5 days written notice by the parent.
	5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings	Situations beyond the control of the student as determined by the school board	Oversleeping, missing the bus, and/or parental tardiness.
	Attending a military honors funeral to sound TAPS	Planned Absences (5)	Car trouble or repair
		Attendance at a school field trip pending eligibility	Skip Day

		Injury/illness at school and sent home by the school nurse.	
<p>Students who are <b>excused</b> from school are expected to check Google Classroom to complete the work during the absence. They will be given a reasonable timeframe to make up missed homework and classwork assignments (1 day per day of absence). Students who are <b>unexcused</b> from school cannot make up missing assessments, assignments, or activities for credit.</p> <p><b>Pre-Arranged Absences:</b> It is the responsibility of students to present the Pre-Arranged Absence Form to appropriate faculty members and obtain classroom work. Faculty members must be given at least 48 hours' notice if the absence is three (3) or more days. Work is due when students return to school. An additional three (3) days will be provided for the student to complete work that was not provided by the teacher prior to the absence.</p>			

At the end of each semester, students with perfect attendance will be eligible to win a prize - TBA in a drawing.

Attendance report data is analyzed every Friday by an administrator and the Attendance Secretary. Students that are identified as having chronic absenteeism will be monitored through the steps below.

### Procedures for Chronic Absenteeism

Fourth absence	Send Attendance Letter #1	Student tracked via Attendance Group in Panorama	Student Support Services Team meeting. Attendance Contract put in place.
Eighth absence	Send Attendance Letter #2	Meeting set up at school with parent, student, the ROE Truancy Officer and an administrator.	
Tenth absence	Send Attendance Letter #3	Official attendance notification to ROE. (Could result in a referral to Sangamon County State's Attorney)	