

## **STUDENTS**

### **Attendance, Absence, Truancy and Tardiness**

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, or religious reasons, or because his or her religion forbids secular activity on a particular day(s) or time of day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. In keeping with Section 26-2a of the Illinois School Code, a valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork in a reasonable timeframe.

#### Truancy

The District considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois School Code.

The District considers a student to be a *chronic truant* who is absent without valid cause for 5% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code. Such 180 days may reach back into the previous school year.

The District considers a student to be *chronic absent* who is absent for a total 10% or more of school days of the most recent school year, including absences with and without valid cause per Section 26-2a of the Illinois School Code.

#### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See policy 6530 *Programs for Students At Risk of Academic Failure and or Grade Retention*.
7. A process for the collection and review of chronic absence data and to:
  - A. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - B. Encourage the habit of daily attendance and promote success.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy regarding student records, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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 posting.

13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

Under certain circumstances, schools may require parents or guardians at their expense to present medical documentation of physical or emotional conditions causing a student's absence.

The District discourages parents or guardians from taking students on vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Schools will attempt to provide written assignments covering such vacation periods, but cannot guarantee that these assignments will accurately reflect what's covered in class.

#### Monitoring

Pursuant to State law and policy 7410, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

#### Tardiness

Prompt attendance shall be the responsibility of the student and his parents or guardian. Because it reflects a student's concern for the rights of others, the Board shall consider promptness as a necessity in school. If a student becomes chronically tardy to school, it shall be the responsibility of the Superintendent or designee to confer with the student and his parents in an attempt to implement corrective measures.

Legal Ref.: 105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, and 5/26-18  
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
23 Ill.Admin.Code §§1.242 and Part 207.

Adopted: Board of Education  
Woodridge School District  
October 25, 1999

Amended: January 22, 2024

Reviewed: January ~~22, 2024~~ 13, 2025