

Minooka Community High School Handbook Revisions

2024/2025

Proposed Procedures/Language

1. Excessive Absences - Page 24

Proposed New Language & Changes

ATTENDANCE POLICY

Regular school attendance is essential for academic success, and is required in all classes held at MCHS attendance centers, including JJC and GAVC courses. The state of Illinois compulsory attendance laws are very specific concerning the matters of student attendance in public schools.

EXCUSED ABSENCES

Based on Section (26-2A) of the Illinois School Code VALID CAUSES for an excused absence include the following:

- a. Personal illness or physical disability. This includes hospitalization, outpatient treatment, mandatory doctor consultation, and emergency appointments (each request will be dealt with individually) if verified by a student's doctor/dentist. Students must present a card/note from the doctor/dentist to verify the appointment.
- b. Critical illness or death in the immediate family. This includes funerals and necessary travel.
- c. Mental and behavioral health of the student (maximum of 5 days per school year).
- d. Approved school activities. This includes all field trips, both co and extracurricular events scheduled during school hours, college visitations with proper documentation and other sanctioned events.
- e. Absences from class period due to conferences with Minooka Community High School administrators, counselors, nurses, or other staff members.
- f. Court appearances. Students must present a statement from the court showing appearances.
- g. Others as determined by MCHS Deans and/or Administration.

EXCESSIVE ABSENCES

Excessive absences can interfere with student achievement. As defined by Illinois School Code(26-2a), a student who has been absent without valid cause for 5% or more of the previous 180 regular attendance days is considered to be truant.

STUDENT ATTENDANCE INTERVENTIONS

When a student reaches each of the following accumulated days of absence from school, a letter will be sent home and the following interventions will take place:

1. **4 Days:** Attendance Letter Notification from Deans' Office regarding attendance requirements.

2. **8 Days:** Attendance Letter Notification from Deans' Office regarding attendance requirements. Medical documentation may be required after 8 absences. Attendance meetings may be required to discuss attendance expectations.
3. **14 Days:** Parent/Student meeting with Student Support Team to discuss attendance concerns, formulate attendance plan, and discuss future implications for continued excessive absences. Social Suspension may be issued if continued excessive absences accumulate.
4. **18 Days:** Truancy referral to Grundy County Regional Office of Education. Truancy Caseworker for the following reasons:
Chronic absenteeism (Sec. 26-18) means absences that total 10% or more of school days of the most recent academic school year, including absences *with and without valid cause*.
Chronic or habitual truant (Sec. 26-2a) shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.
- All of the following current attendance policies will remain the same for the 2024-2025 school year:
 1. Excused Absences
 2. Reporting an Absence
 3. Tardy
 4. Truancy
 5. Unexcused Absences

Current Language - Remove

EXCESSIVE ABSENCES

~~A student may accumulate seven (7) absences within each semester. Any absence following the seventh absence will be unexcused. In order for the absence to be excused, a student will be required to provide documentation from the list below. This policy will apply to a student being absent from a single class period seven times and/or a student missing two or more class periods, which will count as a full day absence, for seven days. Seven (7) absences does not equal seven (7) days. Absence from one class is equal to a ½ day absence per the ISBE attendance policy. Note that vacation days will be included as part of the 7 total days allowed per semester. Be advised extended vacation beyond seven days will turn into unexcused absences, which will prevent credit for make up work. A Vacation Form (available in the Deans' Office) must be submitted. Arrangements for absences due to doctor appointments, court appearances, vacations, etc., should be made in advance. It is recommended to bring in documentation for any absence listed below every time an absence of this type occurs in order to avoid an accumulation of unexcused absences due to lack of documentation. Provided documentation, from the list below, will not count towards a student's seven (7) absences allowed per semester. Documentation must be provided within 48 hours.~~

- ~~1. Doctor/Dentist Note~~
- ~~2. Death in the family~~
- ~~3. Court appearance~~
- ~~4. College visit~~
- ~~5. Hospitalization~~

~~Example of absences that **will** count towards a student's seven (7) absences allowed per semester:~~

- ~~1. Sick without Doctor note~~
- ~~2. Vacation~~
- ~~3. Tardy/late to school greater than 30 minutes~~
- ~~4. Student sent home through the nurse's office~~
- ~~5. Unexcused absence~~

~~Again, an UNEXCUSED ABSENCE even with a parent phone call prevents the student from earning academic credit for that absence, and the student may receive disciplinary consequences:~~