

Absenteeism and Truancy Policy

Date of Adoption: 9.16.2024

Parents/guardians must email office@holycross-collinsville.org or call the school office at [618-344-3145](tel:618-344-3145) by 9:00 a.m. to report each absence.

Excused Absence

The following are considered excused absences; however, a call or email explaining the circumstances is required:

- Personal illness. After the 3rd consecutive day, a physician's excuse is required. Communication to the school office and teacher is necessary if your child contracts lice or a contagious disease such as chicken pox, pink eye, and strep throat. This aids the teacher and school office in keeping accurate records.
- Death of a family member.
- Family emergency.
- A medical or dentist appointment. However, whenever possible, parents are expected to schedule doctor appointments after school hours.
- An observation of a specified religious holiday.
- Academic testing and assessment.
- Such other circumstances that cause reasonable concern for the mental, emotional, or physical health or safety of the student.

Unexcused Absence

Unreported absences as well as absences for any reason other than noted above, will be considered unexcused. Missed assignments for unexcused absences may result in a lowered grade.

After 10 sick days a doctor's note may be required for each subsequent sick day in order for it to be an excused absence. In the event of excessive absences (excused or unexcused), a parent/guardian/teacher/principal conference will be scheduled by the administration.

Short-term absences

Parents must call the school office to report each absence. Students who are absent for two or less days should request missed assignments from the teacher(s) upon return. Students will have one (1) day for each missed day to turn in assigned work, unless otherwise noted by the teacher(s). If makeup work is not turned in by the allotted time, the grade for each incomplete assignment may be reduced.

Long-term absences

Parents should notify the school office and classroom teacher if a student will be absent for three or more consecutive days. Assignments may be picked up in the school office before 4:00 p.m. as long as prior arrangements have been made with the teacher. Students will have one (1) day for each missed day to turn in assigned work, unless otherwise noted by the teacher(s).

In the event of a long-term absence due to illness, surgery or injury, parents and teachers will communicate to achieve a successful outcome for the student as he/she returns to the classroom.

Vacation or Mission Trip Absences

Some families may choose to allow their child(ren) to miss school for family vacations or mission trips. Parents should notify classroom teachers and schoolwork may be provided prior to a trip. However, teachers are not required to provide assignments in advance. It is strongly encouraged that assignments given in advance are submitted at the time of return. Students will have one (1) day for each missed day to turn in assigned work, unless otherwise noted by the teacher(s).

Excessive Absences

Holy Cross Lutheran School has established the following policy for students who have been absent a significant number of days:

When seven (7) absences are reached in one quarter or 20 or more days cumulative, the following procedures will be used to identify/remedy the cause of absences:

- The student, his/her guardian, and staff or teachers who have knowledge of reasons for the student's attendance problems will be contacted.
- A conference will be held with the homeroom teacher for students in kindergarten through 8th grade, parent/guardian, and school administrator to establish an attendance action plan.
- At the conference the school will inform the parent/guardian of any community services, student counseling or other support services available to aid in improving student attendance.

Failure to comply with the action plan will result in consequences for the student, with board approval, up to and including the student not being promoted to the next grade or not being cleared to re-enroll for the coming year. The above procedures will be subject to the Principal's discretion, including the existence of special circumstances, such as a prolonged illness or significant medical condition. The attendance policy is applied on an individual basis in order to properly address the individual needs of each child, and the greater welfare of the entire student body.

Review of Excessive Absenteeism

At least once each quarter, the school administrator will collect and review absence data and determine which students are nearing excessive absenteeism as defined herein. The administrator will determine what systems of support are needed to engage students nearing excessive absenteeism and their families to encourage the habit of daily attendance and promote success.

Posting of Policy

This policy will be included in the Parent-Student Handbook and posted on the school website.

Review and Update of Policy

This policy must be reviewed and updated by the School Board at least every two years.