

SECTION 8- Student Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which the legal custodial parent/guardian resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Zion Elementary Schools takes attendance very seriously. In order for students to learn, they **must** arrive at school on time and have good attendance. Students should not arrive any earlier than 7:45 am before the start of the school day. If they arrive earlier, the proper supervision or protection from the elements cannot be provided. On days of inclement weather, students will be permitted into the school building.

Student Absence

It is the responsibility of the parent/guardian to notify the school and/or health office in the event their child must miss be absent from school.

1. Parents/guardians must notify their school office by 9:00 am on the day of the absence. Messages may be left on the school voicemail 24 hours a day. If you do not call the office by 9:00 am we call home. In the event that a parent/guardian cannot be reached at their main numbers provided, emergency contacts provided will be called.
2. When calling student in absent please give the following information-
 - A. Students first and last name
 - B. Name of the person calling
 - C. Reason for the absence
 - D. A phone number where you can be reached on the day of the absence
3. Even though the student is reported absent by the parent, the student may not be considered excused. Parents should provide the school health office with any documentation of medical professional appointments or excusals. In the event of frequent absences totaling or accumulating to more than 5% of the days of attendance, the school may ask the parent/guardian for a note from a physician. In addition, the school nurse may request permission to speak to the doctor to obtain further information regarding the student's absences.
4. If your child has a contagious disease or other serious condition, please call school with the information as soon as you are aware. This way, letters can go home to the other parents alerting them of the disease so they will not be unaware and can be vigilant for signs of illness. See Student Health Services section for more information.
5. In the event a student has a prolonged illness or is expected to be out of school for a prolonged period of time (two weeks or more concurrent or intermittent), the student may be eligible for homebound tutoring. A medically homebound form must be completed and signed by the physician along with parental written request are required. Contact the school or district nurse so this process may be initiated. Final approval of any homebound instruction must come from the Director of Student Services.

6. Removing students from school for vacation trips is discouraged. However, if taking students from school cannot be avoided, please notify the principal as soon as possible so that plans for keeping up with school work can be made.

Tardiness

Students are expected to be on time to school every day to avoid undue interruptions to the educational environment and the student's progress. A student will be marked tardy if they arrive after the bell. Tardiness due to oversleeping, missing the bus or car problems will not be excused. Students who are tardy to school due to a medical appointment should bring documentation from the doctor's office to ensure the tardy is excused. Consequences for 3 tardies to school may result in an office detention. Additional tardies may result in a detention for each tardy. Chronic tardiness will result in a referral to the Attendance and Truancy Division of the Regional Office of Education.

Truancy

Students are considered truant if they are absent from school without just cause. Under the Illinois Every Student Succeeds Act only students "for whom a documented homebound or hospital record is on file during the student's absence from school" will count as an excused absence. Illinois School code defines students as chronic or habitual truants if they are marked with absent for **more than 9 school days**.

Parents/guardians of students who are chronically truant will be requested to meet with their child's educational team to discuss barriers to school attendance and discuss additional supports that can be provided to improve their attendance. If school attendance does not improve, students will be referred to the Regional Office of Education Attendance and Truancy Division. In extreme cases, parents/guardians will be referred to the Zion Police Department and may be subject to tickets and fines if they do not ensure their student attends school on a regular basis.

Student pick-up

If a parent must pick up a child from school for any reason, the parent should notify the school office in writing or by phone prior to picking them up. All district students must be signed out in the school office by an authorized adult in order to leave school grounds during the school day. An authorized adult is any person identified in PowerSchool as a parent/guardian or emergency contact. Before releasing a student during the school building day, the building principal or his designee shall verify the identity of the person seeking release of the student. If the principal or his designee is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. If your child is under a formal custody or parenting agreement, please provide a copy of that agreement to the building principal. Without that agreement, we must allow either natural parent or guardian as listed on the birth certificate to have access to the child.

Make-Up Work

Arrangements must be made with the classroom teacher(s) to obtain homework assignments for excused absences. Parents and students are responsible for making arrangements with teachers to reschedule missed tests, quizzes, or homework assignments. Students are expected to complete and submit missed assignments within a time equal to the number of days missed. Parents may call and request homework for their child after their 2nd day of absence. Requests that are made prior to 9:00 A.M. may be picked up at the conclusion of the school day.

Requests made after 9:00 A.M. will be processed the following day. Students have extra days to complete and turn in assignments for full credit equal to the amount of days absent.