

# Attendance/Tardy Policy

## ATTENDANCE

Regular daily attendance is essential if each student is to reach his/her potential. Each student is expected to come to school every day and arrive on time. According to the CPS Policy on Absenteeism and Truancy, the acceptable causes for absence are: **(i) illness; (ii) observance of a religious holiday; (iii) death in the immediate family; (iv) family emergency; (v) circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the principal, principal's designee, or other Board officials, on a case-by-case basis); (vi) other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties.** A **NOTE** explaining the absence must be sent with the student and **given to the homeroom teacher** when returning to school. When a student returns from an absence, the parent, teacher and student should work together to develop a plan to make up any missing work. It is strongly encouraged to plan vacations when school is not in session as attendance directly impacts funding. **Family vacations are counted as unexcused absences.** If for some reason, a student must be absent, the school is to be notified by phone at 773-534-9050, and press 3 to report the absence. You may reach the main office by pressing 6. If the office is not open, or if no one is available to take your call, please leave a detailed voicemail (including child's name, room number, reason for absence and a phone number at which you can be reached). This phone call does not replace the **NOTE** explaining the absence, which must be sent with the student to the homeroom teacher when returning to school.

## TARDIES

Mr. Danaher will be responsible for contacting families if students become chronically tardy. An example of a first warning letter is:

To Whom It May Concern:

I'm writing to you as part of the attendance policy, as outlined in the Student Code of Conduct behavior 1-6: "Persistent tardiness to school or class (3 or more incidents per semester)".

(Student name) has been tardy to school the following **three days**:

- 1.)
- 2.)
- 3.)

Our school day starts promptly at 7:45, so it is important for your child to be here on time each day. Your child will be marked tardy if he/she comes in after 7:55am.

This letter serves as a **first warning** to bring the matter to your attention. I am happy to talk or communicate via email or phone to help with a plan to ensure that your child has minimal tardies or absences this year.

The attendance policy requires the following actions:

- After 3 tardies - communicate with parent/guardian to make them aware of issue and work together to minimize further tardies.
- After 3 additional tardies in one semester (6 total) - meeting with parent, student, teacher and administrator(s) to set a plan to minimize future tardies.
- **For the 7th detention and all subsequent in one semester (7 total) - student will serve MORNING (7:00-7:45am) detention(s) as deemed necessary by administration**