

ATTENDANCE Policy

What?

- Students are expected to maintain 85% attendance
- When absent, students must return to school with a note

Why?

- Excused and unexcused absences both negatively impact student attendance.
- One missed block equals ½ day of attendance.
- School tardies negatively impact attendance.
- A student is at risk of being considered chronically truant after 5 absences.

Excused Absences:

According to the Chicago Public Schools (CPS) an excused absence is defined as an absence for which there is a valid cause. An excused absence still negatively impacts attendance. Excused absences include:

- a. Student illness
- b. Observance of religious holiday
- c. Death in the immediate family
- d. Family emergency (approved at the Principal's Discretion)
- e. Circumstances which cause reasonable concern to the parent/guardian for child's safety or health (approved at the Principal's discretion)
- f. Other situations beyond the control of the student approved at the Principal's discretion)

Consequences for not adhering to the attendance policy could lead to one or more of the following:

1. 3 consecutive absences: The attendance office and/or administrator will schedule a parent(s)/guardian(s) and student conference
2. 5 absences: The attendance office and/or administrator will schedule a parent(s)/guardian(s) and student conference and an attendance plan will be enacted.
3. When needed, schools will conduct home visits

You're here to...learn · **succeed** · grow · **mature** · reflect · **graduate**

**BE RESPONSIBLE
FOR YOUR
ACTIONS.**

BE A LEADER.

**BE PROUD TO BE
DIFFERENT.**

**STUDENTS ARE
ENCOURAGED TO
COMPLY WITH THE
ATTENDANCE
POLICY TO AVOID
CONSEQUENCES.**

Questions? Contact
Ms. Dominguez.