



LEARN Charter School Network Student Attendance Policy

Policy	Student Attendance and Truancy	Owner	Trevara Funches
Department	Enrollment	Updated	January 5, 2023

I. Student Attendance

LEARN Charter School Network (“LEARN”) shall make attendance decisions in accordance with the Illinois School Code and this Student Attendance and Truancy Policy.

Student Attendance

Students are encouraged to attend class every day. A full-day of attendance for students in grades 2nd through 8th must be a minimum of five clock hours (300 minutes) of instruction under the direct supervision of: (i) a certified teacher, or (ii) non-teaching/volunteer personnel when engaging in non-teaching duties and supervising those instances specified in Section

10-22.34(a) and Section 34-18. A full-day of attendance for students in full-day Kindergarten or

1st grade must be four clock hours (240 minutes) of instruction or more. Adverse weather conditions causing an interrupted or delayed start to the day as well as conditions which occurs beyond the control of the school which poses a hazardous threat to the health and safety of students does not prevent a school from recording a full-day of attendance for students that were present; however, LEARN must provide at least 60 minutes of instruction.

On a regular school day, enrolled students in grades 2nd through 8th that receive less than 300 minutes of instruction but at least 150 minutes of instruction will only receive a half-day of attendance. Enrolled students in grades 2nd through 8th that are not in attendance for at least

150 minutes of instruction will receive no credit. On a regular school day, students in full-day Kindergarten or 1st grade that receive less than 240 minutes of instruction but at least 120 minutes of instruction will receive half day credit of attendance. Enrolled students who are in Kindergarten or 1st grade and are not in attendance for at least 120 minutes of instruction will receive no credit.

Early Dismissal

LEARN discourages early dismissal. This refers to any student picked up before 4:00 pm. There will be no early dismissals after 3:30 pm as teachers and support staff are preparing for dismissal, unless it’s an emergency. Entrance into the school buildings will be restricted

starting at 3:30 PM. Additionally, students will be marked as absent for one half day if picked up prior to 2:00 pm. Finally, only adults who are listed in the school's records as being authorized will be allowed to take students from the school in these cases. In the case of an early dismissal, Parents should contact the office beforehand, either by note or phone call explaining the reason, to arrange dismissing a student from school while in session. All students leaving school with an early dismissal must be picked up in the main office by a parent/guardian.

Absences

The Network requires that parent(s)/guardian(s) ensure that their children, once enrolled, attend school regularly and notify the school of absences and the reasons for those absences. The LEARN Charter Network adheres to Illinois School Code in determining excused absences. Valid causes include: illness, observance of a religious holiday, death in the immediate family, family emergency, reasonable concern of the parent for the safety or health of the student, and situations beyond the control of the student as determined by the parent/guardian or the Board of Directors.

Parents must call the school office as soon as possible to inform the school of an absence. Students must provide a written excuse, signed by the parent upon their return to school.

In the case of an unreported absence, the school will make a reasonable effort to call the parent/guardian on the telephone numbers provided at registration within the first two hours of the student's school day.

Students who are absent because of the observance of a religious holiday are excused provided the parent or guardian has given five (5) days advance notice of the student's intended absence to the building principal. A written excuse upon return to school following a religious observance absence that was prearranged is not required. All students who are absent from school due to the observance of a religious holiday have an equal opportunity to make up any school work requirements, including exams, missed due to the absence.

Behavioral/Mental Health Days

A valid cause for absence from school is illness, which includes the mental or behavioral health of the student. Scholars can take up to 5 excused mental/behavioral health days, for which the parent/child need not provide a medical note, in circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student. In these instances, the child shall be given the opportunity to make up any schoolwork missed during the mental or behavioral health absence. After the second mental health day used, the child may be referred to the appropriate support personnel, as necessary.

Tardy

Any student who arrives after the start of the school day at the school is considered tardy. Students are expected to arrive to class on time. Medical appointments and funeral attendance are valid reasons for excused tardiness. Parents are expected to notify the school office if a student is arriving late, either with a phone call, a written note, or by accompanying the student to the office to sign in.

Truancy

Once enrolled at LEARN, regular attendance at school is expected. Parents are responsible for their child's regular school attendance.

Truancy is when an enrolled student is absent without a valid cause for 5% or more of the previous 180 regular attendance days (i.e., 9 days of school). "Valid case" is absences for "illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student."

If attempts by the school are unsuccessful in resolving a truancy problem, or if the parent is uncooperative, the regional truant officer may begin legal action to enforce the Compulsory Attendance Act. No punitive action shall be taken against a chronic truant unless available supportive services have been provided to the student. Any student who is absent more than five consecutive or non-consecutive days may be required to provide a physician's excuse. Students are expected to be on time to school. Excessive tardies will be viewed as a truancy issue.

LEARN recognizes its legal responsibilities under administrative procedures 105 ILCS 5/10-20.9a. This amendment requires that school networks "shall not promote students to the next higher grade level based upon age or any other social reasons. Decisions to promote or retain student in any classes shall be based on successful completion of the curriculum, attendance, performance based on the Illinois Assessment, and any other testing criteria established by School Network."