



**Work Plan Build Dream**

## **Providence Englewood Charter School (PECS) Absenteeism and Truancy Policy**

In compliance with Illinois School Code and compulsory attendance requirements, Providence Englewood Charter School (PECS) requires students to attend school regularly. Daily attendance, punctuality, preparedness, and active participation are critical to fostering academic success and developing responsibility and self-discipline in students.

### **Research on School Attendance:**

- Regular attendance is one of the most significant factors in determining academic success.
- Students who attend school regularly are more likely to pass reading and math assessments.
- Chronic absenteeism in early grades leads to a significantly lower likelihood of reading at grade level by the end of third grade.
- By sixth grade, chronic absenteeism is a key early warning indicator for students at risk of dropping out.

PECS is committed to keeping parents/guardians informed about student attendance and progress. Parents/guardians are required to notify the school of absences for both in-person and remote learning and provide a reason for the absence.

### **Reporting an Absence**

Parents/guardians must inform both the homeroom/advisory teacher and the attendance office (attendance@pecs.k12.il.us or 773-434-0202) before 8:00 a.m. if a student will be absent. Failure to notify the school will prompt PECS to attempt to contact the parent/guardian within two hours of the session start. If parents/guardians cannot be reached, the school may contact emergency contacts or notify local authorities for a wellness check if necessary.

### **Definitions:**

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**Providence Englewood Charter School at the Ralph J. Bunche Campus**  
**6515 South Ashland Avenue**  
**Chicago, Illinois 60636**  
**773-434-0202**

- **Excused/Valid Absences:** Illness (including mental or behavioral health), religious observance, death in the family, attendance at a civic event, family emergency, or other circumstances beyond the student's control.
- **Unexcused Absences:** Missing school for reasons like transportation issues, cutting class, vacations, or participation in non-school events.

### **Chronic Absenteeism and Truancy:**

- **Chronic Absenteeism:** Missing 10% or more of the school year, regardless of the reason.
- **Chronic Truancy:** Missing 5% or more of the previous 180 school days without a valid excuse.

### **Absences Due to Illness**

Absences for illness or medical appointments that cannot be scheduled outside school hours are considered excused. Excessive absences may require a doctor's note.

### **Mental Health Absences**

In line with Public Act 102-0321, students are allowed up to five (5) mental or behavioral health days per school year, which are considered excused without requiring a medical note. After two mental health days, the school social worker may contact the family for additional support.

### **Vacation Absences**

Families are encouraged to schedule vacations during school breaks. Teachers may, at their discretion, provide advance assignments, but missed work must be completed following the school's make-up work policy.

### **Class Cuts**

An unexcused absence from any class or portion of a class period (15 minutes or more) without permission from a parent/guardian or approval from school officials is considered a class cut and may result in disciplinary action.

### **Tardiness**

Students are expected to arrive on time. On the fifth tardy per semester, students may face disciplinary consequences. Students must be present for at least three clock hours to participate in co-curricular activities.

### **Make-Up Work**

Students absent from school are allowed to make up work for academic credit. One school day per missed day is allowed for completion, starting from the day the student returns. It is the student's responsibility to obtain and submit assignments.

### **Early Dismissal**

Students needing to leave school early for medical reasons must provide a note from a parent/guardian, and they will not be dismissed without parental approval or a designated adult.

### **Truancy Procedures and Interventions**

For students identified as truant or chronically truant, the following steps may be taken:

- Parent/guardian meetings and interviews with students to understand the cause of absenteeism.
- Increased engagement strategies, including referrals for counseling and community services.
- Continued efforts to ensure regular attendance.
- In cases of chronic truancy, repeated interventions will be provided as necessary.

This policy ensures that all students have the opportunity to benefit from their education while adhering to Illinois state law.

#### **Legal Reference**

- 105 ILCS 5/22-92(b) Absenteeism and Truancy Policy.

Adopted: 8/1/06

Revised: 8/1/2022; 9/9/2024