Absenteeism and Truancy Policy
Costa Catholic Academy

2026-2027

Absenteeism and Truancy Policy

Attendance Procedures

When a student is absent from school, the student's parent/guardian is requested to contact the school between 7:30 AM-8:00 AM to inform the secretary of the student's absence.

Arrival Time

Students should not be on Costa Catholic Academy property until 7:35 AM. Students will be admitted into the building at that time.

Dismissal Time

School will dismiss promptly at 2:25 PM. Any students not picked up by 2:45 PM will be sent to Costa's Aftercare program and be billed for the entire day.

Tardiness

School officially begins at 7:50 AM. Students are expected to be in class on time so they may maximize their learning opportunities. Teachers, the school secretary, and the principal will monitor student tardiness. Students arriving after the 7:50 AM bell must report to the office for an admittance slip accompanied by his/her parent who will sign-in the student. The tardy slip is given to the homeroom teacher by the student.

Students arriving late to class(es) throughout the school day will also be counted as tardy.

Leaving School Early

Students who need to leave school early for medical purposes or other specified reasons must contact the office secretary. Communication should include: (1) the requested dismissal time, and (2) the reason the student needs to leave early. Parents are encouraged to communicate any dismissal changes no later than 12:00PM. Parents/guardians must sign out their child in the office. Upon returning to school from an appointment, the student must check in at the office

before returning to his/her classroom. An admittance slip will be issued for the student. Students returning from a medical appointment must present to the school secretary a note from the doctor's office verifying the appointment.

If a student is ill during the day, the student must check out in the office before leaving the building. Students should not arrange for parents/guardians to pick them up; the office will contact the parents/guardians.

Absences

Costa Catholic Academy recognizes three (3) categories of absences:

· Excused absences

· Unexcused absences

· Truant absences (after the 9th unexcused absence)

Excused Absence: An excused absence is recognized as:

· A student's personal illness

· A death in the immediate family

· A family emergency

· Medical visits

· Family vacations (up to 5 school days)

· Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health

· Other situations beyond the control of the student (such as court appearances) ·

Other reasons approved by the principal.

A health care provider's note may be required to excuse a student and/or for returning to school

after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked “unexcused.” Students who have 9 or more days of absences due to being sick may be required to provide a doctor’s note to excuse the absences.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student’s parent/guardian or the principal. When a student’s absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parent/guardian consent):

· Missing the bus

· Family vacations which 6 or more school days within a school year

· Needed at home

· Other avoidable absences.

When a student has an “unexcused” absence, he or she will be responsible for the concepts and skills taught on those days (for future tests), but will receive grades of zero for any homework, daily work, and daily quizzes completed that day. Excessive absences and tardiness affect the learning environment and student achievement. Habitual violation of this policy will require a meeting between the parents, principal, and pastor.

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student’s school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardiness within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/teacher/principal conferences, student counseling, and/or involvement of the county truancy officer and/or local law enforcement. No punitive action, including out-of-school suspensions or court action will be taken against a chronically truant student unless available support services and other resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Family Vacation Absences: Family travel during the school year does interrupt a student's regular progress. However, we recognize the educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as excused. Any days after five (5) school days will be unexcused. Under no circumstance is the teacher expected to prepare lessons for the child(ren) ahead of time. Work will be made up according to the individual teacher's preference and classroom policy. It is the student's responsibility to hand in all work to the satisfaction of the teacher. Work shall be completed and returned to the teacher within three (3) days for the child to receive credit.

Make Up Work

Students who have excused absence(s) from school will be allowed to make up work for equivalent academic credit. The time allowed for makeup work will generally be two school days for every day missed, starting with the first day the student returns to school. In extenuating circumstances, a student may ask his/her teacher or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades. Make-up work can be picked up by parents at the end of the school day if they call the school office no later than 8:00 AM. Students may not take missed tests or quizzes home for completion.

Attendance Eligibility/Attendance at Extra-Curricular Activities

Students must be in attendance by 8:00 AM to be eligible to participate in extracurricular or co-curricular activities such as athletic contests or school events like socials or clubs. Students who are absent, or who left school for an illness during the day, will not be allowed to attend or participate in extracurricular activities until they have attended school. Students are required to attend all classes and any scheduled assemblies, religious services, and programs.
If a student is excused from school due to illness, the student is ineligible to participate in practices or contests for that day. Upon receiving permission from the principal, a student *may* be excused for a portion of a school day (less than one-half) and remain eligible for extracurricular activities under circumstances such as pre-arranged medical appointments or family funerals. Students arriving late to school due to a doctor's appointment should bring proof of appointment to school.

Temporary Disability

If a child has a temporary disability, he/she should bring a note explaining any restriction(s) from participation in PE, etc. to the office or directly to the teacher. Those cases of illness which require special supervision should be considered serious enough to keep the child home. A child should never be sent to school when there is a risk of infecting others.