

# ***John T. Pirie Fine Arts & Academic Center***

***650 E. 85<sup>th</sup> St.***

***Chicago, IL 60619***



## ***Attendance Handbook for Parents***

***2016-2017***

***Attendance Counts!!!*** This handbook has been created for all parents/guardians to provide important information regarding the CPS and school attendance policies. CPS has set a goal for all schools to have a minimum of 95% of the students attending school each month. Our attendance rating for the past school year is 95%. Our goal for this year is to increase our attendance rate to 96% or above and to do this we must have all parents supporting the attendance policies to ensure all students are in compliance. The attendance rating is also a part of our school's accountability rating and if we are not meeting the CPS goal and showing improvement from last year, it will have a negative impact on our school's overall performance rating. We are currently a **Level 1** school and one of the ways to remain at Level 1 is to continue having superb attendance! Parents, we are going for the GOLD, and with your support we will achieve that goal!

## ATTENDANCE & STATE LAW

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**Regular and prompt attendance is absolutely essential in gaining the maximum benefit from the instructional program.**

Pirie School abides by State of Illinois laws and CPS policies regarding your child's school attendance. *Parents have a legal responsibility for their child's school attendance. Please read the following information very carefully.*

- The school day for **ALL** Pirie students is from 9:00 a.m. – 4:00 p.m. each day and they must receive **360 minutes** of instruction each day.
- A child arriving at school between 9:15 a.m. and 9:30 a.m. is marked tardy. **Students arriving at 9:31 a.m. or later will be marked for a half day absence for the morning. Students who are picked up at 11:30 or later will be marked absent for the afternoon.**
- If your child is receiving bus service from the Board of Education, tardies caused by late buses are not counted by the school.
- If your child is transported to Pirie by a private bus and the bus arrives late, your child will be marked tardy.
- "TRUANT" means that a student is marked absent without a "valid cause". **"Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations or circumstances which cause reasonable concern to the parent for the safety or health of the student.**
- If a student is absent, **a reason for absence notice** must be signed by the parent/legal guardian, verifying the cause of absence and **explaining the specific nature of the illness or emergency**. If the note is not signed and/or the excuse is not valid, **the student will be marked as having an unexcused absence**. You may get an absence notice from the main office. The absence notice must be completed by all parents and returned to the school on the following day.

- After any **5** days of “TRUANCY” (these days do not have to be consecutive) an “Attendance Alert Notice to Parents” will be sent to the home. **This form requires a response from the parent/legal guardian.**
- After any **10** days of “TRUANCY” (these days do not have to be consecutive) you will receive an official warning notice stating that non-compliance will result in our prosecution under the provisions of Chapter 122, Article 26, and Sections 1 to 11 of the School Code of Illinois. *Excessive absences or tardies will affect the promotion of your child at the end of the school year.*
- **Early Dismissals will be granted only in the case of an emergency which will be determined by the principal. Students leaving school prior to 4:00 p.m. will be marked as a half day absence for the afternoon.** If a parent or relative is granted an early dismissal, he/she must provide an **I.D.** which may be a valid driver’s license or state I.D.
- The ending minutes of the day provide students with valuable lesson review and summary as well as homework preparation. When early dismissals are requested, your child misses out on valuable instructional time and it interrupts the instructional lesson for the rest of the class. If your child must leave early, he/she will receive the homework upon their return on the next day if the teacher does not have it ready.
- Any child absent due to a communicable disease such as chicken pox, measles, ringworm, flu, etc., must present a doctor’s statement to be readmitted to school. If your child has a chronic illness, the medical forms stating the illness must be sent to the school nurse and parents/legal guardians must contact the teacher and school nurse immediately.

*At Pirie we appreciate your support and cooperation in complying with State of Illinois Laws and Chicago School Reform Board of Trustee policies.*

### Attendance Procedures

1. Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. Chronic absences interrupt the education of your child. School personnel will make every effort to encourage regular attendance, but the ultimate responsibility lies with the students, parents, and guardians.
2. An absence may be excused when there is an acceptable cause such as personal illness, death in the immediate family, or a family emergency. (Vacations and trips are not an acceptable cause for an excused absence from school.) When a student's absence for personal illness exceeds three consecutive days, a statement from a physician or health clinic verifying the illness or other condition must be provided. Failure to provide a note upon the student's return to school will result in an unexcused absence.

### Excessive Absences

Excessive or chronic absence from school is defined as two or more days absent (excused or unexcused) and/or three or more tardies. *Six tardies will be counted as one day of unexcused absence.*

1. At **5** days absent and/or six tardies, parents will receive an attendance alert letter indicating the total days absent and the total number of tardies recorded. An administrator or someone from our attendance team will then confer with the parents to discuss the circumstances surrounding the absences and/or tardies to determine if further action is necessary.
2. At **10** days absent, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
3. At **15** days absent and/or 10 tardies, the Principal will determine to either submit a petition to the Chicago Board of Education or contact DCFS to seek a resolution.
4. Students may be transferred out of the school if they have **19 or more consecutive** absences.

## Early Dismissal Procedures

- Early Dismissals will not be permitted, except for illness, death in the immediate family, or extreme family emergency, and will be granted only by the determination of the principal.
- Only the parent/legal guardian will be permitted to take a student out for early dismissal if granted. If a parent or legal guardian is not able to pick up his/her child and sends another adult, the parent/guardian will be contacted first if the adult's name is not on the Emergency Form. The adult picking up the student must show an I.D. before the student is released. Parent/legal guardian must present identification when requesting an early dismissal.
- Homework or other assignments may not always be available at the time of the early dismissal. If students are not able to receive their homework when he/she must leave early, the homework will be given to the student on the next day.
- Vacation, bad weather, avoidance of traffic, etc. are not acceptable reasons for an early dismissal.
- All early dismissals will count as a half day absence for students.



***Pirie Staff, Parents, and Students are "Going for the Gold!"***