



9:30.20– Student Attendance & Truancy Protocol

NCYAA students, per the Illinois State Board of Education and the NCISC/NCYAA Handbook, are required to meet an attendance requirement of 95%.

"Chronic absence" means absences that total 5% or more of the last 180 school days, including absences with and without valid cause – 105 ILCS 5/26-18

Per school code Section 26-2a, the following are valid causes for a student's absence:

- A. Illness, including the mental or behavioral health of the student;
- B. Observance of a religious holiday;
- C. Death in the immediate family or family emergency;
- D. Other situations beyond the control of the student, as determined by school administration;
- E. Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. Students absent for a valid cause may make up missed homework and classwork in a reasonable timeframe as denoted by NCYAA.

In an effort to encourage students to meet this attendance requirement, NCYAA will adhere to the following protocol for unexcused or unreported absences, in addition to students who are chronically absent even for a valid cause as stated above:

1. If a parent/guardian does not call the office to report a student's absence on any given day, the NCYAA Administrative Assistant will call the parent/guardian to inquire about the reason for the student's absence. (The Administrative Assistant will then send a daily attendance email to the NCYAA staff, which identifies the reason for the absence or indicates that the absence is unexcused.)
2. The NCYAA Administrative Assistant monitors the daily attendance percentage for each student.
3. If the student's attendance drops to 95%, whether this indicates truancy or absenteeism, the Administrative Assistant informs the Principal.
4. The principal or other appropriate NCYAA staff member will determine the cause of the student's absences by interviewing the student, the parent/guardian, and any school officials who may have information about the reasons for the student's attendance problem.

5. The Principal will then request that the Administrative Assistant prepare the written attendance notice to be mailed to the parent/guardian.
 - a. The Administrative Assistant will document in the database that the attendance notice has been mailed
 - b. For newly enrolled students, this will begin after they have been enrolled in the program for 14 days (2 weeks).
6. NCYAA staff will intervene with various interventions: calls home, parent conferences, family counseling, and information about existing community services that are available to truant and chronically truant or absent students and relevant to their needs, and home visits.
7. If the student's attendance falls to 80%, the Administrative Assistant will inform the Principal.
8. The Principal will then make a referral to the Regional Office for additional attendance support, including additional referrals to outside programs and to conduct home visits to encourage the habit of daily attendance and promote student success.
9. Per section 26-18 of the school code, NCYAA will collect and review its chronic absence and truancy data and determine what additional systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success during its weekly team meetings with staff. Additionally, NCYAA and NCISC Administration will review chronic absence and truancy data at least semi-annually during scheduled leadership meetings in order to identify students who most need support and how best to support them.