



**OUR LADY of CHARITY SCHOOL**  
3620 South 57<sup>th</sup> Court, Cicero, IL 60804  
(708) 652-0262      [www.olic-school.org](http://www.olic-school.org)

### **Student Attendance Policy**

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused.

A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

#### **Reporting Process**

##### *Absences*

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 708-652-0262 ext. 201 or email [pinfante@olic-school.org](mailto:pinfante@olic-school.org) within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence.

### *Tardies*

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

### *Early Dismissal*

If it is necessary for a student to leave school during the school day, the student's parent/guardian must visit or call the school office at 708-652-0262 ext. 201. Students to be dismissed early from school will be picked up from the school office.

### *Excessive Absenteeism*

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

*Fall 2022*