

Students

Administrative Procedure - Student Attendance/Tardy Problems

There are many reasons why pupils are absent or tardy; however, of chief concern is that each pupil be as successful as possible in his or her school work -- and success is dependent upon punctuality and good attendance.

Each student is responsible for attending classes after arrival at school. The school is responsible for informing parents whenever a student fails to attend classes regularly.

Three types of absences are recognized: excused, explained (anticipated), and unexcused. However, after ten days of absence in one semester (excused, explained or unexcused) all absences will be unexcused unless the student has a note from a physician verifying illness.

EXCUSED ABSENCES

Students will be allowed five days of excused/explained absences per semester. After five days of excused absences all absences will be considered unexcused unless the student has a note from a physician verifying illness. Students are responsible for obtaining make-up work after an absence and for completing the work in accordance with the individual classroom teacher's policy. Absences of three consecutive days or longer may require a doctor's note in order to be excused. The following reasons for absence will be considered as excused with full make-up privileges.

1. Illness verified by parent, up to five days per semester.
2. Death or serious illness in the immediate family.
3. Unavoidable medical or dental appointment, verified by a note from the physician.
4. Observance of a religious holiday.

EXPLAINED ABSENCES

The following absences must be prearranged in order to be excused. An anticipated or prearranged absence must be approved by parents and must be arranged through the Principal's Office at least 24 hours prior to the absence; teachers are not required to provide time for make-up work after the absence. Work obtained prior to the absence and turned in before the absence or immediately after the student returns, must be considered for full credit. Examples of anticipated absences are as follows:

1. Court appearance.
2. Family Vacations.
3. Scheduled religious activities.

UNEXCUSED ABSENCES

An absence is unexcused when a student misses school for reasons not approved by the school. Make-up work will receive no credit from teachers. When unexcused absences are questioned, students are responsible for pursuing correction within two school days of the unexcused absence. The following reasons for missing school are examples of unexcused absences:

1. Absence of longer than three consecutive days which is not verified by a doctor's note.
2. Any absence in excess of seven days per semester, unless verified by a doctor's note. (Not including suspension days.)
3. Missing the bus.

4. Oversleeping.
5. Job interview, job training, or other work related activities.

TRUANCY

Section 26-2A of the Illinois School Statute defines a truant as, "a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof."

Attendance and learning are directly related. Any unauthorized absence from school of three (3) or more clock hours will constitute an act of truancy. Remediation efforts directed toward the elimination of the problem must be completed after each truancy before any further action will be taken.

The following attendance procedures for grades 7-12 will be followed.

1. 1st Unexcused Absence
 - a. Parent/Guardian notification.
 - b. Student conference with administrator.
2. 2nd Unexcused Absence
 - a. Parent/Guardian notification.
 - b. Student conference with administrator.
3. 3rd Unexcused Absence
 - a. Parent/Guardian conference with student and administrator to review students' progress.
 - b. One day In-School Suspension.
 - c. Counselor notification.
4. 4th Unexcused Absence
 - a. Mandatory parent/guardian conference with student and administrator to review student's progress and the terms of the students continued attendance at school.
 - b. Counselor notification and input.

If parent/guardian will not make themselves available for a conference, further consequences may be assigned by the administrator.

Chronic truants will be recommended for placement in an alternative educational program. Students under the age of 17 will be referred to the Regional Office of Education Attendance Assistance Program. Students 17 and older may be dropped from school if there is no alternative program available.

TARDY POLICY

Each student has a right to a full class period of instruction. To take advantage of instructional time and minimize disruptions for the class, each student has the responsibility to be in class on time.

Grades 9-12:

Step 1. Parent contact is made by the school.

Step 2. Student is referred to an administrator/counselor. Administrator may assign an intervention or detention.

Each subsequent Tardy: Referred to Dean of Student for disciplinary action from detention to 2 days out-of-school suspension. Chronic tardiness may result in a loss of after school privileges or a recommendation for placement in an alternative program.

CLASS CUTS

Students have a right to a quality education in a supportive learning environment. Students learn most effectively in the classroom setting. The dynamics of participation, interaction with other students, teacher guidance and hands-on experiences cannot be duplicated elsewhere. To take advantage of these benefits and work toward academic success, students have a responsibility to attend all assigned classes regularly.

Grades 7-12:

1st Offense: Detention

2nd Offense: Assignment to Isolated Learning Center

3rd and Subsequent Offenses: Assignment to Isolated Learning Center and 1-3 days out-of-school suspension.

In cases of chronic class truancy, placement in alternative education program may be considered.

[October 1994]

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