

ATTENDANCE

ATTENDANCE POLICY

Attendance at school is required by state law. The district believes that in preparation to be an effective, productive, responsible citizen in our society, a student's primary occupation must be schooling. Moreover, the district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absence and its cause. The school will monitor each student's attendance and inform parents or guardians of any attendance problems. Students absent more than 3 days may be required to provide medical documentation.

Attending class, completing the assigned work, and contributing to the class are indispensable to success in school. Only when a student is in the classroom can he take full advantage of classmates' ideas, as well as the teacher's knowledge, expertise, guidance, and presentations of material.

AUTHORIZED (EXCUSED) ABSENCE

An excused absence carries with it a privilege of making up academic work. The school administration, in accordance with Section 26-2A of the Illinois School Code, considers only the following circumstances to be valid causes for a student's absence:

- illness
- observance of a religious holiday
- to attend a wake and/or funeral
- family emergency
- circumstances that cause reasonable concern to the parent or guardian for the safety or health of the student
- other situations approved by the school board or their designee

If a student is more than 5 minutes late to class without a pass, they will be marked absent from that class.

UNEXCUSED ABSENCES

In those cases of unexcused absence, the student may not make up any academic work missed. Examples of unauthorized absences include but are not limited to the following:

- oversleeping
- missing the bus
- working
- leaving the building without authorization
- other situations as determined by the Building Principal or his designee

Note: All tests, assignments, and performance scores on the day of an unexcused absence will receive a zero. A student who is unexcused on the day before a test or assignment due date will be required to take the test or turn in the assignment on the date of his return and may, at the teacher's discretion, receive a zero.

The most common cause of academic failure is absence. Students must attend all classes and study halls unless their absence is authorized. If a student begins to accumulate excessive absences, the Building Principal or his designee will require a doctor's verification for subsequent absences.

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Attendance violations will result in the following consequences.

“Failure to report an absence in 24 hours may result in an automatic unexcused absence.”

# of Offenses	Unexcused Absences	Absences Per Semester	Truancy (Half or Full Day)	Tardy (by Semester)	Study Hall Absences
1	2 Hour Det. + Teacher Calls Parent		1 Day ISS	Warning	One hour
2	4 Hour Det. + teacher calls parent		2 Days ISS	One Hour detention assigned by teacher and parent contact	2 hour & phone call by Dean
3	4 Hour and Loss of Privileges & Deans call home Student may be Dropped with a WF + Deans call home**		3 Days ISS	Referral is sent to Dept. Chairs; one hour detention and parent contact	4 hour and loss of privileges
4			More than 3 will be dealt with on an individual basis	Referral is sent to the Dean's Office; 2 hour Det. and letter sent home	ISS
5				Referral is sent to the Dean's Office; 2 hour Det. and letter sent home	2 days of ISS
6				Referral is sent to the Dean's Office; 4 hour Det.	
7					Referral to Dean's Office; 4 hour Det. and Dean's Office calls home
8		Letter sent home and Conference with Dean/Parent/Counselor Attendance Contract			Grounds for removal from class with an "F"
9					
10		Meet with Parent, Dean, Student, and Counselor to sign an Attendance Contract.		After 10 Consecutive Days student may be Dropped	

** If you have received consequences for unexcused absences from the same class on five occasions, you are subject to being withdrawn from that class with a WF and placed into a study hall.