

## **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

### **Student Absences – Excused/Unexcused**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS<sup>1</sup>, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.<sup>2</sup>

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (217)269-2823 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what 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. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.<sup>3</sup>

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.<sup>4</sup>

### **Absence from School on Day of Extracurricular or Athletic Activity**

In order to participate in a scheduled contest on a particular day, the student must attend school for a full day on the day of the contest or activity. A student who is absent from school after 8:38 am (7:54 am for English 410 students) is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved by the principal. Exceptions may include: 1) a pre-arranged, or unexpected medical absence; 2) a death in the student's family, or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

A student whose absence is unexcused will not be able to participate or attend any after-school activity that a grade is to be awarded for in a particular class, and will not earn any credit for that assignment.

Students under the Return-to-Learn Concussion Protocol at either Phase 1 or Phase 2, in which they are not attending full school days, are not to attend extracurricular events after school. This includes practices, games, or events. Once moving to Phase 3 and attending school for full days, they may resume attending extracurricular events.

### **Late Arrival**

If a student arrives at school late, the student shall report to the office before going to class. Each student is to be in his/her assigned classroom by 8:00 am. After 8:00 am, students shall be marked tardy. On a full-attendance day, students reporting to school after 9:06 am and before 11:49 am will be charged with a half (1/2) day absence. A full-time student reporting to school after 11:49 am will be charged a full day's absence.

On a full-attendance day, if a student misses any more than an hour during the middle or at the end of a school day, they will be charged with a half (1/2) day or more absence.

Co-op students and Health Occupation students arriving at school after 8:30 am are not allowed to go to work or attend Health Occupational classes in the afternoon. Pre-arranged appointments are excluded from this rule.

### **Prearranged Absence**

A pre-arranged absence requires a note or phone call from the student's parent/guardian stating the reason for the absence. Such absences may be treated by school officials as either excused or unexcused depending upon the reason. **Doctor/Dental appointments and other necessary business should, however, be arranged outside school hours whenever possible** When a pre-arranged absence is approved (not necessarily excused) the student will receive a prearranged form from the office.

All pre-arrangements **must be made one (1) day in advance**. Each teacher will determine whether work needs to be completed prior to the absence. All pre-arranges require signatures from each teacher involved in the absence. Students must obtain signatures from teachers at appropriate times, i.e., beginning or end of a class period, during the teacher's planning time, at breakfast or lunch, or before or after school. The student shall return the prearranged form to the office prior to the absence; failure to return it may result in an unexcused absence. When the pre-arranged absence is for a medical or dental appointment, an appointment card should be presented or parents are required to call the office prior to the appointment. If no appointment card is submitted prior, then a doctor's proof of visit is required upon the student's return.

## College Days & Job Shadowing

All high school students are entitled to 2 pre-arranged absences per year for the purpose of visiting college campuses or shadowing someone in a future career (which will not affect their semester exam waivers). In order to arrange for this, the student must: (1) meet with the counselor, (2) fill out the school paperwork and have it signed by a parent or guardian, (3) obtain a pre-arranged form to be signed by all of the teachers, and (4) be passing all classes prior to taking the day, and (5) return within 3 days the school paperwork signed by an Admissions Officer or Employer.

Students requesting to Job Shadow may not shadow a member of their family nor can they shadow a place of current or past employment.

## Vacation Leave

Students are allowed to make an application to the principal for an approved vacation leave with written notification. Pre-arranged forms must be obtained in the office and returned at least one week prior to the absence. **Students will be expected to obtain assignments before leaving and turn in completed work upon return to classes. While this absence is excused it still counts towards the number of days a student misses and may eliminate them from receiving some rewards or attending some school function, i.e., senior trip.**

## Illness at School and/or Leaving School Early

A student who becomes ill at school shall report the illness to his/her teacher, who in turn shall direct the student to the school nurse, secretary, or principal as appropriate. Each student who wishes to leave school during the day due to illness shall report to the office, and the school nurse shall be called to determine if the student's request to go home is warranted. The student, if determined by the nurse to be allowed to go home, must sign out. **STUDENTS ARE NOT TO CALL HOME TO ASK PARENTS TO COME AND PICK THEM UP UNLESS IN THE OFFICE AND DIRECTED BY STAFF.** If proper check-out procedures are not followed, the absence will be treated as unexcused. If the student is ill, the office shall inform the student's parent before the student is released.

## Tardy

Students who arrive at school late or are late to any class are considered tardy. There are two types of tardies – tardy to school and tardy to class. When a student arrives at school late (during Homeroom) the student should report to the office. If a student is tardy to any class after arriving at school, the student should report directly to their classroom where the teacher will issue the tardy slip. Excessive tardiness to school will not be tolerated. After receiving a 3rd tardy in one quarter, and every subsequent tardy in that quarter will be a 3 point deduction of their assertive discipline points. A 4th tardy and every subsequent tardy per quarter will be an Assistant Principal's Referral. If a student exceeds this, further discipline may follow at the discretion of the assistant principal and principal, including but not limited to: referral to truancy officer, in-school suspension, parent meeting, etc.

## Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## Release Time for Religious Instruction & Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

## **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students whose absence is considered unexcused will not be allowed to make up missed work.

If a student is scheduled for a test or has been given an assignment before an absence occurs, then the student must take the test or turn in the assignment on the day that the student returns.

## **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant, or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the building principal.