

ATTENDANCE POLICY Guidelines

The purpose of the High School District 205 attendance policy guidelines is to ensure the entire school community has an equal opportunity to obtain a quality education in a positive, safe, and secure environment. The guidelines were adopted in 1987 by a joint committee of parents, staff, administrators, and community representatives. The attendance policy is periodically reviewed and may be subject to revision. These latest updates are made according to the new PL-99-0456. Please understand that these are guidelines, and each case is handled based upon individual merit, issues, and concerns of the school and student.

Student success is determined by consistent student attendance. Parents must call the Attendance Office by 1:00 p.m. on the day of the student's absence to be considered for an excused absence.

Thornton	225-4205	225-4132		
Thornridge	271-4522	271-4523		
Thornwood	225-4901	225-4902	225-4903	225-4904

Student Responsibilities:

Due to the fact that research has shown that there is a strong and direct correlation between high academic performance and regular school attendance, students must meet the high attendance expectations of High School District 205. If absent from class due to a suspension or unexcused absence, students must obtain a reinstatement from an Attendance Officer / dean in order to be admitted to class.

Parent or guardian Responsibilities:

Parents should encourage students to attend school on a consistent basis. A consistent basis is defined as one (1) or less absences per month. Parents should also provide students with an environment that allows students to attend school on a consistent basis. When a student is absent from school, parents or guardians are expected to call the school's Attendance Office no later than 1:00 p.m. on the day of the absence. Parents or guardians must call in each day a student is absent. If no call is received, the student is unexcused. If there is no phone in the home, student / parent should notify the Attendance Office at the beginning of the year so that special accommodations can be made. A doctor's note may be required for reentry to school after a period of extended illness.

Staff Responsibilities:

All staff members will assist parents in encouraging students to attend school on a regular basis. Each teacher will record student absences in their grade book and will report student absences through electronic attendance by 3:00 p.m. daily. Each day, teachers will use the Daily Attendance Report to verify attendance information and to notify the Attendance Office of any conflicts with the information provided and teachers' attendance records. **Teachers will not permit students, that were absent unexcused, into their class without a reinstatement from the Attendance Office.**

The Attendance Office staff will monitor the robocall system which will give parents notification of all unexcused absences, regular absences, and tardies. These staff members will also make themselves readily available for parent conferences regarding attendance.

Related Definitions:

Excused Absence:

The Illinois School Code provides the following reasons as "valid cause" for absences:

- a) Illness
- b) Death in immediate family
- c) Family emergency

High School District 205 staff will use their discretion in determining the validity of special cases.

Unexcused Absence / Truancy:

Any absence from school or from individual classes other than those listed in "Excused Absence" above. Absences accumulate on a period-by-period basis. Absences in each class are treated individually.

Tardy Procedures:

Students who have an excused tardy to school should report to the Attendance Office where it can be confirmed that the tardy was excused through a parent phone call to the Attendance Office. Excuses, such as car problems, oversleeping, and personal reasons, are unexcused tardies. Students who arrive late should report to the attendance center. A student arriving to class after the bell has sounded is considered to be late. The student will need to have their ID scanned and will receive a consequence according to the current tardy policy. Once the student returns to class, the student will be marked tardy in the classroom teacher's official attendance record and on the computer system. Students who are more than five (5) minutes tardy to a class and do not have a pass from a staff member will be referred to their dean for being in an unauthorized area. The student will have their ID scanned and be sent to their dean.

Tardiness:

1. Warning-robo call
2. Warning-robo call
3. Teacher Contact-robo call
4. Detention-robo call
5. Restorative Justice Intervention-(Time Management Workshop) Extended / Saturday

Extended / Saturday:

6. Dean-Intervention / Loss of Privilege (LOP) / Detention for the period
7. Detention for the period-robo call message (different-parent conference needed w/ dean)
Dean also makes a call
8. Nine (9) or more, detention for period of tardy and robocall home
9. Letter Home and to will be referred to Counselor

Period-by-Period Attendance:

1. Warning, Parent or guardian notification by robo-call.
2. Detention, Parent or guardian notification by robo-call.
3. Extended / Saturday, Parent or guardian notification by robo-call.
4. Conference with Attendance Office, Parent or guardian notification by robo-call.

Period-by-Period Attendance (continued):

5. Restorative Justice-Time Management Workshop, Parent or guardian notification by robo-call.
6. Dean-Intervention / Loss of Privilege-robo call, Referral to MTSS (Multi-Tier Support System) and phone call for parent conference, Parent or guardian notification by robo-call.
7. Letter Home and to Counselor, Parent or guardian notification by robo-call.
8. Full Day Detention, Parent or guardian notification by robo-call.
9. Full Day Detention, Parent or guardian notification by robo-call.
10. Residency Officer checks home (generated by attendance), Parent or guardian notification by robo-call.

Full-Day Absences:

1. Extended / Saturday Detention- Parent or guardian notification by robo-call.
2. Dean-Intervention / Loss of Privilege (1qtr or 2 depending on individual student attendance)-robo Call- Referral to MTSS-and phone call for parent conference Parent or guardian notification by robo-call.
3. Days of ISS, 3rd day letter home, letter to counselor (Parent meeting requested with Truant Officer) Parent or guardian notification by robo-call.
4. Restorative Justice- Attendance matters, Parent or guardian notification by robo-call.
5. Residency / Truancy Check, Parent or guardian notification by robo-call.
6. 2 Days of ISS, 6th day letter home, letter to counselor (Parent meeting requested with Truant Officer) Parent or guardian notification by robo-call.
7. Administrative Intervention with Parent and student, Attendance Probation, Parent or guardian notification by robo-call.
8. Restorative Justice-Attendance Matters, Parent or guardian notification by robo-call.
9. Restorative Justice-Attendance Matters, 9-day letters mailed home to parent and sent to counselor (Parent meeting requested with Truant Officer), Parent or guardian notification by robo-call.
10. Parent or guardian notification by robo-call.

Make-up Work:

All students are given an opportunity to make up work that they missed due to an absence regardless of if the absence was excused or unexcused. The following guidelines will be in effect:

- Students with excused absences will receive full credit for make-up work.
- Students suspended or absent-unexcused will received 100% of the credit earned for make-up work.
- Students and parents of suspended students are responsible for calling or emailing teachers during suspension to inquire about make-up work.
- Students / Parents have three (3) school days to make arrangements for make-up work after absence.
- Upon return to school, it is the student's responsibility to request a make-up opportunity session with the teacher

Homebound / Hospital Illness:

Any student who must miss two (2) or more consecutive weeks of school because of illness, as certified by an attending physician, is eligible for homebound tutoring. Parents or guardians should consult the Assistant Principal to make appropriate arrangements.

Procedural Steps for Planned Absences:

Parents or guardians and students must assume full responsibility in applying for a planned absence. The student must do the following:

1. Bring a written parent or guardian request to the Attendance Office a minimum of three (3) days in advance of the planned absence. The Attendance Office will provide the student with an application form for each classroom teacher's signature and statements of the student's current standing and the effect of the proposed absence on that standing.
2. Return this form to the parent or guardian allowing for review of the teachers' comments.
3. Have a planned absence form signed by the student and the parent or guardian. These signatures indicate awareness by student and parent or guardian that it is the student's responsibility to make up any lessons missed.
4. The student must file the completed application with the Attendance Office in advance of the proposed absence. If there are extenuating circumstances regarding the planned absence, the Attendance Office is to be contacted immediately.
5. The student must obtain assignments from his / her teachers. These assignments are to be completed within five (5) Days after returning from the planned absence.
6. Permits to Leave School:
 - a. High School District 205 has a closed campus. Students may not leave the campus during the school day without authorization from the Attendance Office. Failure to procure such authorization will be considered an unexcused absence. Also, students leaving or returning to the campus will be considered insubordinate and will be suspended according to the Discipline Code.
 - b. Students who have medical, dental, or other necessary appointments prior to the end of the regular school day may receive a *permit to leave* pass from the Attendance Office. To do so, a student should bring a note from a parent or guardian to the Attendance Office before school starts on the day the student needs to be dismissed early. High School District 205 reserves the right to verify all appointments by phone. Parents coming to sign a student out for an early dismissal must provide identification.

Leaving School Because of Illness or Injury:

A student who needs to go home because of illness or an injury must sign out with the school nurse. The nurse will phone the parent or guardian to ask that the student be picked up. The parent or guardian is expected to meet the student in the nurse's office where he will sign the student out of school.

Truancy Procedures:

For students who are determined to be chronically truant, the truant officer, counselor, social worker, and dean will meet with parents or guardians to discuss the correlation between academic success and regular attendance. In addition to the conference, the parent or guardian will be mailed an attendance letter on the student's seventh (7th) full day absence. When the student accumulates his / her tenth (10th) full day unexcused absence within the past 180 school

days, the parent or guardian will be notified by mail that the student is in jeopardy of losing their placement in the regular program. An additional notification will be mailed at the fifteenth (15th) absence. At the eighteenth (18th) absence, students are dropped from the regular program. Those under age 17 are filed for truancy by the Truant Officer with the court system. Those age 17 and over who do not attend are dropped from school and will be counseled to obtain their education at an alternative educational setting. Students over age 17, who do not attend evening school, may be denied re-enrollment the following year if they are not making satisfactory progress toward graduation; these are students who do not have sufficient credits to graduate before age 21 (School Code Sec. 5 / 26-2A). Absences due to suspension are unexcused absences but are not considered to be trancies.

Residency:

In accordance with The School Code of Illinois, parents or guardians must establish residency in High School District 205 and validate legal responsibility and custody of the student. Students attend one (1) of the three (3) district high schools based on established attendance boundaries. Residency must be established each year.

Required documentation:

- Mortgage document or closing statement for a mortgage, current real estate tax bill, or a signed / notarized lease. (Landlord’s name, address, and phone number must be listed.)
- Two (2) recent utility bills
- A picture I.D. card with current address listed. (Driver’s license, State I.D. card, etc.) DCFS Form 906, if applicable.
- For incoming Freshmen and transfer students: Student’s birth certificate or court-ordered guardianship documents, eighth (8th) grade diploma, physical and dental examination reports, an official record of date of birth and evidence of immunizations required by law.

A pupil enrolled in a district school who is discovered to be a non-resident will be assessed retroactive tuition for the period of prior attendance.

Late Entry:

It is very important that all students who have registered begin their classes on the first day of school. Success in school is a direct result of students attending every day and participating in the classroom instruction and in learning activities.

1. Students under 17 years of age who do not enroll and attend school within ten (10) pupil attendance days of the opening of a semester are truant and will be required to attend Late Entry Acceptance Program (LEAP).
2. Students 17 years of age and older who do not enroll and attend school within ten pupil attendance days of the opening of a semester and who are truant will not be allowed to enroll until the next semester.
3. Students who transfer to High School District 205 must do so within ten (10) pupil days of attendance of withdrawing from the previous school. Students who transfer may be tested to determine if their ability will allow them to join regular school classes. If a student’s absence from school exceeds ten (10) pupil attendance days, bullet points 1. or 2. above will apply.