

## ATTENDANCE

The Illinois School Code (Section 26-1) states: "Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some school within the district wherein the child resides the entire time it is in session during the regular school year." This same statute further requires that students over the age of 17 who enroll in a public school are to maintain regular attendance.

The School Code clearly places responsibility for student attendance upon parents or guardians. To assist parents and guardians in complying with this regulation, the Board directs the superintendent to maintain a procedure providing for school-parent contact concerning absence, truancy and tardiness. All students are expected to attend school regularly and to be on time for classes. There is a direct relationship between poor attendance and class failure. Students who have regular attendance generally achieve higher grades. To obtain perfect attendance for the year a student must be in school every period of every day. The following regulations cover absences and tardiness:

### I. ABSENCES

The State of Illinois allows the school to excuse only absences for "valid cause." "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education, or such other circumstances which cause reasonable concern to the parent of the safety or health of the student. Therefore, parents and guardians must keep the school informed regarding why their children are absent by telephoning the school.

When reporting your student absent from school, you must call the school at 847-986-3300 (Central) or 847-986-3100 (North). An answering machine will be available to take your message 24 hours a day.

Absences will be listed as either excused or unexcused/truant. The following lists are intended only as guides and are not all inclusive.

#### A. Excused Absences:

1. Illness (the school may require medical documentation when a student has missed more than the allotted 8 (eight) days per semester.
2. Observance of a religious holiday
3. Death in the immediate family/family emergency
4. Other situations approved by a Board appointee

Any change to the status of an absence excused (unexcused) needs to be submitted to the Attendance Office within 24 hours of said absence (i.e. doctors' notes, court, dental notes, etc).

#### EXCUSED ABSENCE LIMITATION

Grayslake District 127 limits the number of excused absences to eight (8) days per semester. Any student receiving five excused partial or full day absences in a semester will be sent a warning letter. If the student reaches eight absences in a semester, subsequently undocumented absences beyond eight (8) will be considered unexcused/truant. The parent/guardian or Dean of Students may request a meeting to discuss the reasons for the absences and consequences for subsequent absences, including withdrawal of the student from class without credit. The school waives the limitation for any student with a documented absence, such as hospitalization, serious illness or court appearance.

Whenever possible, provide documentation for absences involving doctor visit, court appearance or funeral as documented absences will not affect the excused absence limitations.

#### B. Unexcused Absence/Truancy:

An unexcused absence/truancy is defined as an absence without valid cause from any class or absence without knowledge of school officials or a parent/guardian. Valid cause for absences shall be illness, death in the immediate family, family emergency, and shall include such other situations beyond the

control of the parent for the safety or health of the student. Truancy can also be defined as willfully and deliberately walking out of a class before dismissal or being more than five minutes late to class. Unexcused absence/truant students will not receive credit for the work due/collected on that specific day.

Any student 17 years of age or older may be denied enrollment for one semester for failure to meet minimum attendance standards in accordance with Section 5/26-2 of the *Illinois School Code*.

#### ATTENDANCE INTERVENTIONS

<b>Numbers of unexcused absences/truancies</b>	<b>Unexcused/truant</b> (not limited to arriving late, missing bus, over sleeping, no parent call within 24 hours)	Consequence for intentional truancy during school day/class cut (after student has arrived at school)
First unexcused/truant	Parent notification, guidance notification-Loss of credit*	2 school detentions per truant period, parent notification, guidance notification
Second unexcused/truant	After school detention Parent notified Loss of credit*	2 school detentions per truant period Parent notified
Third unexcused/truant	One Saturday detention Parent notification, student meeting with Student Services Team member (s) Loss of credit *	Parent notification, student meeting with Student Service Team member (s) Beyond a 2 <sup>nd</sup> truant/unexcused, absence will be considered as misconduct and will be handled accordingly.
Fourth unexcused/truant	Two Saturday detentions Loss of Credit* Meeting w/ Parent/Student/Dean	Two Saturday detentions Meeting w/ Parent/Student/Dean  Beyond a 3 <sup>rd</sup> truant/unexcused, absence will be considered as misconduct and will be handled accordingly
Fifth unexcused/truant	Two Saturday detentions Loss of Credit Meeting w/ Parent/Student-Student Services Team/Associate Principal	Two Saturday detentions Meeting w/ Parent/Student/Dean  Beyond a 5 <sup>th</sup> truant/unexcused, absence will be considered as misconduct and will be handled accordingly.
6 <sup>th</sup> truant/unexcused	May be withdrawn/fail (W/F)	May be withdrawn/fail (W/F)

\* Loss of credit (teacher notified)

1. Students who are unexcused absent/truant will not receive credit for daily assignments due or collected on the day of the unexcused absence/truancy. Students will receive ½ (half) credit for any major assignments (tests or term papers due on that day).

2. When a student misses school on a day where a more substantial assignment or assessment, (project, presentation, exam/test, report/paper, or anything similar in nature) is due, that student must complete/turn in/ report immediately upon their return to class, with only ½ credit being awarded. What constitutes "large scale" assessment will be decided by the teacher.

District 127 personnel may attempt, when appropriate, to deal with chronic truancy by conducting student conferences, parent conferences, counseling sessions, referral to the social worker, home visits, etc. In the event the chronic truant and/or family are uncooperative, the student will be referred to the Lake County project PASS for legal action.