

## Student Attendance

### Section A - Introduction

In accordance with the requirements of The School Code of Illinois and in recognition of the responsibilities imposed upon parents/legal guardians therein, it is the policy of the Board of Education that students shall attend school regularly and be on time for classes. The school administration and staff have a duty to rigorously and consistently enforce class attendance and punctuality. Excessive absences that are not school-related may require further documentation as reasonably requested by the school.

### Section B - Classification of Student Absences

Student absences from class shall be classified as follows:

1. Excused Absence - The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency or commitment, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

An Excused Absence shall enable a student to receive credit for work that is made up on a reasonably timely basis. The teacher shall make a reasonable effort to assist the student so that the student can complete make-up assignments. Alternative assignments may be substituted by the teacher; however, when the teacher determines that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student's grade.

1. Unexcused Absence - Unexcused Absence refers to any unauthorized absence from any class, study hall, or activity required by the school.
2. Late to Class - Students are considered late to class if they are not in their assigned area when the class bell rings. Students who are late to class will be addressed through the procedures provided in the Parent/Student Handbook.

### Section C – Exceptions

Either the Principal or designee is authorized to make reasonable and prudent exceptions to the foregoing student attendance policies.

### Section D - Staff Responsibilities for Student Attendance

Teachers are required to maintain an accurate daily register of student attendance. Effective administration and management of student attendance regulations shall be considered one of the factors in the evaluation of members of the instructional staff. The instructional staff of each department, under the leadership of the instructional supervisor, is directed to develop instructional strategies that shall encourage student attendance and promptness.

### Section E - Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A process that may be used to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
2. A description of diagnostic procedures that may be used for identifying the cause(s) of a student's unexcused absenteeism.
3. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students.
4. A process that may be used for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
5. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
6. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent or building designee believes qualifies.
7. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months.
8. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

### Section F – Procedures

The Superintendent, in consultation with the Superintendent's staff, shall set forth the rules and procedures governing the administration of this policy. Further, the staff will ensure that an electronic version of the policies and related procedures is available on the website and included in the Parent/Student Handbook.

### Section G - Monitoring

Pursuant to State law the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

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