



HINSDALE TOWNSHIP HIGH SCHOOL DISTRICT 86

ATTENDANCE HANDBOOK

School Year 2024-2025

OVERVIEW

Attendance Matters: District 86 is committed to student success. One of the best indicators of student success is consistent school attendance as it leads to improved academic achievement. While some work can be completed at home, there is no replication for the classroom experience, which is essential to adolescent learning. Therefore, Hinsdale District 86 has established the following attendance protocols, which are designed to support students and keep students accountable.

Students are required by state law to attend school every day. The D86 Board of Education's attendance policy states that students will attend and be on time for class. Student attendance is not optional; it is a requirement of every class. Please review the following guidelines as students and families are responsible for knowing and following all attendance guidelines.

MISSING 1 DAY EVERY TWO WEEKS ADDS UP:

It is equivalent to missing:

- **1 month** (10%) of the school year
- From grades K-12th it is nearly **1.5 years** of schooling



ARRIVING 10 MINUTES LATE?

Arriving 10 minutes a day, is equivalent to missing:

- **1.5 weeks** of the school year
- From grades K-12th it is nearly **half a year** of schooling



GENERAL ATTENDANCE EXPECTATIONS

- Students are expected to be on time for every class. School starts promptly at 8:00 AM.
- Students must be present in school to participate in extracurricular activities. Students who are **NOT** in attendance are unable to participate in extracurricular activities/athletics.
- Students cannot be excused from one class to stay at school and study for another. If a student is in the building, they must attend all scheduled classes. When a student is in the building, any absences from scheduled classes will be considered unexcused.
- Families are encouraged to call the attendance office to report absences in advance and then work with teachers to gain materials when possible.
- For partial absences (coming late or leaving early) students must check in/out with the Deans' office.
- If students are absent during final exams, they are **NOT** permitted to take final exams early.

HOW TO REPORT ABSENCE

- To report an absence, only parents/guardians listed in Infinite Campus can call the attendance offices.
- Student absences must be called into the attendance office within 24 hours of the absence.
- Students who are absent for college visits should fill out the form for approval. The parent/guardian will need to call the attendance line to validate the absence request. [CENTRAL FORM](#)

Last Revised August 2024

- Students who are absent for non-related athletic/activities or civic event(s) should fill out for approval. The parent/guardian will need to call the attendance line to validate the absence request. [CENTRAL FORM](#)
- Students who are absent for religious instruction/prayer should have a parent/guardian fill out the form for approval. [CENTRAL FORM](#)

TYPES OF ABSENCES & MAKE UP WORK

EXCUSED	UNEXCUSED	SCHOOL AUTHORIZED
<p>Student absences that are approved per IL School Code and D86.</p> <p><u>Examples include but are not limited to:</u></p> <ul style="list-style-type: none"> • Illness/Medical/Dental • Mental Health (5 days) • Religious observances • Family emergency • College visits • Civic Event (1 per year) 	<p>Unexcused student absences are NOT approved per IL School Code & D86. Unexcused absences include unexcused parent calls (UPC) and truant (TRU/TRB).</p> <p><u>Examples of UPC/TRU/TRB include:</u></p> <ul style="list-style-type: none"> • Family vacation • More than 5 mental health days • Sleeping in • Missing the bus • Senior “ditch” days • Missing one class to study/take a test for another 	<p>Absences that are authorized by the school. These absences do NOT count in the total number of student absences per year.</p> <p><u>Examples include:</u></p> <ul style="list-style-type: none"> • Field trips • Meetings with school personnel • School-sponsored athletic competitions
<p><i>When absences are excused, students have the ability to make up classwork for full credit. Students should ask for work in advance when possible. Students should look on Canvas and talk to teachers upon their return to complete the missing work. Work should be completed within 1 day for each day the student missed. If a student misses the day of the test, their teachers can require students to take the test immediately upon their return. Students who do not make-up work within the deadline are not eligible for full credit.</i></p>	<p><i>Students who are Truant (TRU/TRB), may receive consequences for absences.</i></p> <p><i>Additionally, any class work/assessments completed when a student is truant (TRU/TRB) can only be made up to a maximum grade of 75%. A full description of students who are labeled as unexcused or “TRU/TRB” in Infinite Campus can be found HERE in the student handbook.</i></p>	<p><i>*Families do NOT need to call the attendance office as these absences will be entered into Infinite Campus by school staff</i></p>

- **Mental Health Days:** Pursuant to Illinois law, students may take up to 5 mental health days per year. Students are not required to provide medical documentation for the absence. The first five days are excused and students can make up the work. Any more than 5 mental health days will be considered “unexcused.”
- **Chronic Illness / Extended Absences for Illness or Hospitalization:** Students with chronic illness and/or who are experiencing extended absences should contact a member of their student services team (nurse, dean, and/or counselors).
- **Illness During the Day:** If a student becomes ill during the day, they should ask school staff for a pass to the health service office.

ATTENDANCE STRATEGIES & INTERVENTIONS

Background: The following is a guide to the intervention/supportive measures that may be implemented with each student. Please note that interventions will be individualized for each student to find the most appropriate solution(s) to support the student, including interventions for students with individualized education programs (IEP) and Section 504 plans; thus not every intervention will be automatically applied to each student.

TOTAL ABSENCES (Excused & Unexcused)	DESCRIPTION	STRATEGIES/SUPPORTIVE MEASURES <i>Following is a list of options that will be individualized and/or may be applied for each student, including students with a Section 504 Plan and/or individualized education program.</i>
8 absences <i>(In any 50-min period)</i>	<ul style="list-style-type: none"> Any student who has 8 absences (50-minute periods) from any one class per semester. 	<p style="text-align: center;"><u>Tier 1 Strategies/Supportive Measures</u></p> <ul style="list-style-type: none"> Positive attendance strategies The teacher calls the family and may follow up with an email Attendance emails will be sent home to families from the Dean's Office
12 absences <i>(In any 50-min period)</i>	<ul style="list-style-type: none"> Any student who has 12 absences (50-minute periods) from any one class per semester 	<p style="text-align: center;"><u>Tier 2 Strategies/Supportive Measures</u></p> <p>Any Tier 1 Interventions, plus:</p> <ul style="list-style-type: none"> Meeting with a member of the Student Services Team Loss of field trip permission Assigned to guided study hall (Academy) Removal of off-campus lunch (Currently South Only) Check-in / check-out process Class changes (drop, level change, period change) Required academic supports Required doctor's notes per absence Potential disciplinary consequences School Refusal Assessment Parent/Guardian Meeting
16 absences <i>(In any 50-min period)</i>	<ul style="list-style-type: none"> Any student who has 16 absences (50-minute periods) from any one class per semester 	<p style="text-align: center;"><u>Tier 3 Strategies/Supportive Measures</u></p> <p>Any Tier 2 Interventions, plus:</p> <ul style="list-style-type: none"> Student Success Plan (behavior intervention plan for students with IEPs) Improved attendance rewards Home Visits Assigned to guided study hall (Achieve) Pass/Fail course Suspension of Social Extra-Curricular Activities Hallway pass restriction
25+ absences <i>(In any 50- min period)</i>	<ul style="list-style-type: none"> Any student who has 25 absences (50-minute periods) from any one class per semester 	<p style="text-align: center;"><u>Continued Tier 3 Strategies/Supportive Measures</u></p> <p>Any Tier 3 Interventions above, plus:</p> <ul style="list-style-type: none"> Withdraw Pass (WP) or Withdraw Fail (WF) for students who have not attended enough class periods (seat time) to earn credit WF could revert to a "No Credit" (NC) if a student successfully retakes and passes the course