Students

Attendance and Truancy

Compulsory School Attendance

1. All students are expected to be in attendance on all days that the Lake County Tech Campus is in session. This includes those days that the home school is closed and bus transportation is provided to the Lake County Tech Campus.
2. If the home school has adopted an attendance policy which specifies maximum day of absence in order to receive credit, the Lake County Tech Campus attendance records will be used as official documentation.

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

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, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, (incuding mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to Board policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), 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 Executive Director or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Calendar Conflicts

Students will be marked absent for approved home school educational activities. These days will be counted as "Calendar Conflicts". The following policy will apply for students who are absent from the Lake County Tech Campus due to home school "calendar conflicts":

1. The absence will be recorded as a Calendar Conflict.
2. Students will be given sufficient time to make-up any written work missed.
3. Students will be given an opportunity to make-up lab work by attending more than one session on days when the home school is closed.
4. Students will be expected to acquire the minimal amount of competencies required for the semester.

5. Students will not be penalized for absences which are incurred due to "Calendar Conflicts".
6. The home school should provide transportation to the Campus on days when the home school is closed.
7. Driving permits may be issued to those students who cannot avail themselves of the regular form of transportation on days when the home school is closed.

Early Dismissal/Late Arrival

All early dismissals and late arrivals must be approved in advance by the student's home school and parent/guardian. To leave the Lake County Tech Campus before the regular time, a student must have a note from home that is counter-signed by the home school dean and/or vocational director. This note must have a phone number that can be used to verify parental permission. All students must sign out in the front office. (In an emergency, a student may be dismissed after the parents and home school have been notified and authorization received.) Students arriving after the session has begun must report to the front office to sign in and have a note as indicated above. A pass will be issued for admittance to class. Student who leave the building without prior authorization will be considered truant.

Absences

State laws permit written schoolwork to be made up if the student is absent for the following reasons:

1. Personal Illness or Illness in the family.
2. Quarantine of the Home
3. Death of a Relative
4. Observance of a Religious Holiday

Each of the above must be verified with either a written note from parent, home school attendance office, or telephone call from parent within 48 hours of the absence. Without verification, the student will be considered unexcused and will not be permitted to make-up work. The student is responsible to initiate a plan, with the instructor's guidance, to make up work missed during an excused absence. Truancy and unexcused absence will result in disciplinary action.

Unexcused Tardiness to Class

Students are required and expected to be in their program area by the second (tardy) bell. Unexcused tardiness will be recorded in the instructor's attendance/gradebook and will have an effect on the student's employability trait rating. Additionally, habitual unexcused tardiness will result in a Student Conduct Report being initiated by the program instructor and forwarded to the student's home school (for disciplinary action) by the Assistant Principal. Late bus arrivals will be announced over the intercom system and do not constitute an unexcused tardy.

Absenteeism and Truancy Program

The Executive Director 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 protocol for excusing a student from attendance who is necessarily and lawfully employed. The Executive Director or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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.

4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, and information about available community services relevant to such students' needs. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process 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.
9. Reasonable efforts to provide ongoing professional development to all school personnel, Board members, and school resource officers on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement 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.
13. 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 Executive Director believes qualifies.
14. An approval process for students to attend activities allowed under 105 ILCS 5/10-19.05(k), including provisions for making up missed coursework that do not penalize students. [*For high school and unit districts only*]
15. 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. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
16. 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.

Updating

Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Executive Director or designee shall assist the Board with its update.

LEGAL REF.: 105 ILCS 5/10-19.05(k), 5/22-92, 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, 5/26-18, and 5/26A.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and Part 207.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:255 (Students Who are Parents. Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

UPDATED: May 14, 2026