ATTENDANCE HANDBOOK



LYONS TOWNSHIP

WE ARE **PRESENT.** WE ARE **ENGAGED.** WE ARE **LT!**

CONTENTS

This handbook discusses the following Lyons Township Attendance Guidelines:

ATTENDANCE PHILOSOPHY

WE ARE PRESENT. WE ARE ENGAGED. WE ARE LT!

COMPULSORY ATTENDANCE

ATTENDANCE EXPECTATIONS

REPORTING AN ABSENCE

EXCUSED & UNEXCUSED ABSENCES

MENTAL HEALTH DAYS

PARTIAL DAY ABSENCES

PRE-PLANNED ABSENCES

ILLNESS DURING SCHOOL DAY

STUDENTS MAKING UP WORK WHEN ABSENT

STUDY HALL

CUTS

TARDY PROCEDURES

CHRONIC ABSENTEEISM

CHRONIC TRUANCY

ATTENDANCE STRATEGIES & INTERVENTIONS/SUPPORTIVE MEASURES

ATTENDANCE PHILOSOPHY

Lyons Township High School is committed to forming a partnership with parents/guardians to maintain regular student attendance and to prepare students for work/career expectations. Lyons Township High School is committed to the philosophy that every student should attend all of their classes every day. This does not include students that are medically unable to attend.

Regular attendance and promptness in all classes are expected as essential for good performance. Excessive absences result in a loss of instructional time, making it more difficult to show mastery of material, thus potentially affecting the class grade or in a loss of class credit.

Activity/Athletics participants are expected to attend school for six class periods of the student's class schedule on the day of the activity or have prior approval from the athletics/activities director or assistant principal. "Activity" includes practices, competitions, and events related to the extracurricular activity.

Lyons Township High School must enforce the State of Illinois law regarding compulsory attendance. The law specifies that parents/guardians have the obligation to see that their students are in regular attendance. In order to comply with State of Illinois law, the school reserves the right to determine if an absence is unexcused and/or constitutes truancy, in the school's sole discretion.

WE ARE **PRESENT.** WE ARE **ENGAGED.** WE ARE **LT!**

At Lyons Township High School, we are committed to providing an environment that is physically and emotionally safe, an academic curriculum that is comprehensive, challenging, and prepares students for life after high school, and a wide variety of co-curricular activities that meet their interests and needs! We are passionate about creating a restorative culture of belonging for all of our students. Attendance plays a critical role in students' experience and success and continues to be a priority at LTHS. We continue to be committed to forming a partnership with parents/guardians to maintain regular student attendance and to prepare students for work/career expectations.
Last year, the District 204 Parent Teacher Advisory Behavior Intervention Committee's focus was on student attendance. The committee, made up of Board of Education members, parents, teachers, student services team members and administrators, met throughout the course of last year and identified attendance-related communication as an area of focus this year. We are excited to launch our attendance communication campaign **We are Present. We are Engaged. We are LT!**

The LTHS Assistant Principals/Student Support Team members (counselors, social workers, etc.) will be implementing consistent interventions and communication with respect to student absences/attendance. Within our attendance campaign, we will focus on attendance related communication which includes the following:

- **Bi-weekly Progress Report Emails to Parents/Guardians for All Students:** A bi-weekly student progress report email will be sent to parents/guardians and include grades in progress for each class as well as an update on absences and tardies for each class period.
- **Attendance Roadmaps:** Attendance Roadmaps have been created for Families, Teachers, Student Support Teams, Coaches/Sponsors, and Student Assistants. Attendance Roadmaps include important information regarding each stakeholders' role in promoting positive student attendance behaviors.
- **Importance of Attendance Highlighted within Presentations/Meetings:** The importance of attendance will be highlighted within important parent/guardian, student, and transition meetings as well as during AP Talks.
- **Attendance Handbook and Website:** This Attendance Handbook and an Attendance Page on the LTHS Website have been created so that important attendance information is accessible to students/families.
- **Regular Communication Regarding Importance of Attendance:** Important attendance information will be shared through electronic/written communication, digital signage, flyers, and social media.
- **Quarterly Attendance and Behavior Updates:** Quarterly LTHS attendance/behavior updates will be shared with students/families and staff through principal communications. The updates will include tardy, attendance, and referral information as well as comparisons to 2024-25 data.
- **3 Day Emails/7 Day Emails/Letters:** We will initiate parent/guardian communication in the form of a 3 day email and 7 day email & letter when a student has missed the equivalent of 3 and 7 full school days.
- **Quarterly Progress Communications:** At the end of each quarter, letters will be sent to those students who are chronically absent based on state definition (absent 10% or more of school days). At the end of each quarter, attendance recognition letters will be sent via email for those students attending at a rate of greater than 90%.
- **Attendance Meetings:** As grade-level Assistant Principals monitor the attendance of students and reasons for absences, students will be referred to Student Support Teams and meetings will be scheduled with parents/guardians. Student Support Teams will review attendance data to determine what students should be referred for a meeting with the social worker. The social worker will meet with identified students to assess for attendance barriers. Student Support Teams will identify students/families for TAG (Targeted Attendance & Grades) meetings.

COMPULSORY SCHOOL ATTENDANCE

Compulsory School Attendance 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(s) or time of day, (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program, (7) any child absent for the purpose of sounding "Taps" at a military honors funeral held in this State for a deceased veteran, and (8) any child absent because a parent or legal guardian has been called to active military duty, is on leave from military duty, or has immediately returned from deployment to a combat zone or combat support posting.

The Illinois *School Code* and Board Policy 7:70, considers VALID CAUSE (excused) for a student's absence to be:

1. Illness (including mental health or behavioral health of the student)
2. Observance of a religious holiday
3. Death in the immediate family
4. Attendance at a civic event (one per school year by following the pre-arranged absence procedures)
5. Family emergency
6. Other situations beyond the control of the students as determined by the Board of Education
7. Voting (see Board Policy 7:90, *Release During School Hours*)
8. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
9. Other reason as approved by the Superintendent or designee
    1. Hospitalization
    2. Court dates
    3. College visits – when Pre-Arranged Absence Procedures are followed

ATTENDANCE EXPECTATIONS FOR STUDENTS/ PARENTS/GUARDIANS

Consistent attendance plays a vital role in a student's success. Many valuable classroom experiences—such as hands-on activities, discussions, collaborative learning, and direct instruction—cannot be fully replicated outside of the classroom. While Canvas is a helpful tool for accessing materials when occasional absences occur, it cannot replace the depth of engagement that happens through in-person participation.

Being present allows students to take part in experiences like science labs, physical activities, student presentations, language practice, and real-time feedback—all of which contribute significantly to deeper understanding and personal growth. Regular attendance also helps ensure that students are able to stay connected to the progression of course content and actively contribute to the learning community.

When students miss class and fall behind on assessments or assignments, it can interrupt their learning process and make it harder for teachers to provide meaningful feedback. Our goal is to support every student's growth and ensure that grades on a transcript truly reflect their learning and achievement. We encourage students to communicate proactively when challenges arise, so we can work together on a plan that promotes success and well-being.

On Time Arrival: In order to maximize instructional time, students are expected to arrive at school each and every day on time. All students who arrive tardy will be scanned into the building between 7:45-7:55 AM. Students will be given a red time stamped pass and are instructed to head directly to class.

Activity/Athletics Participants are expected to attend school for six class periods of the student's class schedule on the day of the activity or have prior approval from the athletics/activities director or assistant principal. "Activity" includes practices, competitions, and events related to the extracurricular activity.

REPORTING AN ABSENCE

It is the parents'/guardians' responsibility to contact the Lyons Township High School Assistant Principals' Office either by calling or by completing the Absence Request Form through the Infinite Campus Parent Portal.



To report an absence, you must call the school before 9am on the day of the absence. Only calls from parents or legal guardians will be recognized. Emancipated students are allowed to report their own.Turning 18 does not grant that authority. It is important to note that a student who has been sick with a fever or vomiting must be symptom-free for 24 hours before returning to school.

SOUTH CAMPUS

ATTENDANCE LINE:

708-579-6528

Please be prepared to provide the following information:

1. Student's name
2. Student's ID number
3. Date of absence
4. Reason for absence
5. Your relationship to student

NORTH CAMPUS

ATTENDANCE LINE:

708-354-4700

OR



The Absence Request Form should be completed by the parent/guardian through the Infinite Campus Parent Portal prior to 7:45am on the day of the student's absence. Do not divulge your parent login and password to students.

Directions for Reporting an Absence in Infinite Campus

1. Mark the student for whom you are submitting the absence request.
2. Select the reason the student will be absent from the Excuse dropdown list.
3. Select the Absence Type.
4. Enter the date(s) for the absence.
5. Upload any optional/required documents. Only one document is allowed per request and it will be attached to every student in the request.
6. Enter Comments about the absence reason.
7. Click Submit when finished.

EXCUSED ABSENCES

Students with excused absences have the responsibility to take the initiative to make up work they have missed. **LTHS has a limit of 7 parent/guardian-initiated absences from a class per semester (which includes mental health days without medical notes).** When a student has 7+ absences in any class, the school requires written documentation for any subsequent absences, such as a medical doctor's/treating physician's note or judicial summons immediately upon returning to school. If such documentation is not provided, the absences will be considered unexcused and result in consequences or loss of privileges. Students with multiple or extended absences due to illness may be required to attend a meeting with an Assistant Principal and Student Support Team members. Parents/guardians must accompany the student at this meeting to discuss academic progress and educational plans

UNEXCUSED ABSENCES

A student's absence will be considered unexcused if the Assistant Principals' Office has not received a phone call from the student's parent or guardian, or a student has exceeded their **7**, parentally excused absences (without medical documentation). Unexcused absences are subject to disciplinary action as follows: conferences, restorative learning opportunities, assignment to the restorative intervention room, or traditional disciplinary consequences such as detention/Saturday detention.

As grade-level Assistant Principals monitor the attendance of students and reasons for absences, students will be referred to Student Support Teams and meetings will be scheduled with parents/guardians.

Reason for absence	Parent/Guardian needs to call?	Counts toward Parent/Guardian Excused Total	Does not count toward Parent/Guardian Excused Total	Documentatio Required
Court	Yes		X	X
Field Trip	No		X	
Funeral	Yes		X	
Homebound	No		X	
Illness	Yes	X		
Medical/Dental	Yes		X	X
Mental Health	Yes	X		
Nurse/Guidance/Admin Visit	No		X	
Official College Visit	Yes		X	X
Parent/Guardian Request	Yes	X		
Religious Holiday	Yes		X	
Suspension	No		X	
Testing	No		X	
Vacation	Yes	X		

MENTAL HEALTH DAYS

Pursuant to Illinois law, students may take up to five (5) mental health days per year. A student is not required to provide a medical note for a mental health absence. Students will be given the opportunity to make up any schoolwork missed during a mental health absence. Following the **third** mental health day, a student may be referred to the grade-level Student Support Team and families will be contacted after the **fifth** mental health day of absence. **Mental Health absences do count toward the seven parental/guardian excused absence total**

PARTIAL DAY ABSENCES

When leaving the building during the school day, a parent must call to inform the attendance office of the time the student is to leave or complete the Absence Request Form through the Infinite Campus Parent Portal PRIOR to that time, preferably prior to 7:45am. The student then must check out in the Assistant Principals' Office before leaving the building or it will not be considered an excused absence. When returning from appointments, the student must check back in at the Assistant Principals' Office. Failure to follow described check in/check out procedures will result in disciplinary consequences. The school reserves the right to contact doctors' offices to confirm appointments and/or to review documentation from court appearances.

PRE-PLANNED ABSENCES

In the event of a planned absence from school the parent must contact the Assistant Principals' Office either by call or by completing the Absence Request Form through the Infinite Campus Parent Portal. The student must contact teachers to obtain assignments. Parents/guardians should make every effort to schedule appointments outside of the school day so attendance is not impacted. Additionally, every effort should be made to schedule trips during non-student attendance periods (i.e. long weekends, breaks, etc.) so that attendance is not impacted. Parents/guardians should make every effort to schedule appointments outside of the school day so attendance is not impacted. Additionally, every effort should be made to schedule trips during non-student attendance periods (i.e. long weekends, breaks, etc.) so that attendance is not impacted.

ILLNESS DURING THE SCHOOL DAY

If a student should become ill during the school day, they must obtain a pass from a classroom teacher to the Nurse's Office. Students should see the school nurse for medical attention, rather than contacting parents directly. The nurse will assess the student and contact the parent if it is determined that the student needs to go home. Students who violate these provisions will be considered unexcused for all class periods missed.

STUDENTS MAKING UP WORK WHEN ABSENT

It is the student's responsibility to request information from their teachers about make-up work upon returning to class when they have missed part or all of a class period(s). Students who are absent for any reason are allowed to make up work and tests and receive credit. Assignments given before the days of absence will be due upon the student's return to class. Students will have 2 days for every one day of absence to make up missed work. Students should arrange with teachers the times to make up missed tests. If a test date was announced before the day of the student's absence, the student should be prepared to take the test upon their return to school. Students assigned to the Restorative Intervention Room (RIR), In-School Suspension (ISS) or Out-of-School Suspension have the right to make up tests and assignments. Every attempt will be made for students to complete tests and assignments during their time in the RIR/ISS. Teachers have the right to modify their make-up policies to meet individual needs and circumstances.

STUDY HALL

Study Hall is a part of the student schedule. Regular attendance and tardy expectations are the same as in the classroom. Athletes with an athletic study hall must go to PE for the first week of the semester. Any disciplinary action in the athletic study hall may include the student being returned to PE class.

CUTS

When a student misses a class period, multiple periods, or the entire school day, without parental approval it is classified as a cut. Students will be issued one hour of detention per class period cut.

TARDY PROCEDURES

In order to maximize instructional time, students are expected to arrive to all classes and study halls by the time the bell rings. Individual classroom teachers will be involved early in the intervention process so that they can be proactive in encouraging their students to be in class ready to work. Students who are more than 10 minutes late will be marked unexcused absent from that class. The tardy policy for students arriving within the first 10 minutes of class is:

Accrued Tardies	Response
1 - 3	• Teacher/student problem solving conference • An auto generated email sent to the parents/guardians.
4	• Teacher/student conference • Notification to student that next tardy will result in an automated referral (through Infinite Campus) to the Assistant Principals' Office for one-hour detention • An auto generated email sent to the parents/guardians.
5 - 6	• Automated referral through Infinite Campus to the Assistant Principals' Office • Student will be assigned a one-hour after school detention on the next full school day. • An auto generated email sent to the student and parents/guardians • If the student cannot attend the assigned detention, they must come to the AP office prior to the detention to change the date or time without any additional consequences.
7 - 8	• Automated referral through Infinite Campus to the Assistant Principals' Office. • Student will be assigned a 2-hour Saturday or Wednesday Extended Day detention. A parent/guardian will also be contacted.
9	• Automated referral through Infinite Campus to the Assistant Principals' Office. • Student will be assigned a 4-hour Saturday or 3-hour Wednesday Extended Day detention. A parent/guardian will also be contacted.
10+	• Automated referral through Infinite Campus handled by the Assistant Principals' Office. • The student will be assigned a Restorative Intervention Room placement. A parent/guardian will also be contacted. • Continued tardy referrals may result in the student receiving an escort to their classes.

CHRONIC ABSENTEEISM

Student attendance is critical to the learning process. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from school. Absenteeism is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 10% or more of the most recent school year, including absences with and without valid cause and out-of-school suspensions, have chronic absence. Students who are chronically absent will be offered diagnostic procedures to be used for identifying the causes of unexcused student absenteeism, which shall, at a minimum, include interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem. If chronic absenteeism persists after services and other resources are made available, the District will take further action, including:

1. Reporting to officials under the Juvenile Court Act
2. Referral to the State's Attorney
3. Appropriate school discipline

CHRONIC TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% (9 school days) or more of the previous 180 regular school days without valid cause (see page 16) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue, including, but not limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of the Illinois State Law.

If chronic truancy persists after service and other resources are made available, the District will take further action, including:

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

Please see School Board Policy 7:70 for more information on the District's Attendance and Truancy Policy.

ATTENDANCE STRATEGIES & INTERVENTIONS/SUPPORTIVE MEASURES

The grade-level Assistant Principal and Student Support Team will regularly monitor student attendance and respond to concerning patterns. Interventions will be tailored to each student's unique needs, with the goal of providing the most appropriate and supportive solutions.

TIERS	DESCRIPTION	STRATEGIES/SUPPORTIVE MEASURES
Tier 1	**All Students**	**Strategies** • Initiate bi-weekly email communication that includes attendance and grade information for students and families. • Quarterly attendance/behavior updates shared with students/families and staff through principal weekly communications. • AP Talk presentations given each semester that emphasize the importance of attendance • During course selection, counselors discuss the importance of attendance and the correlation with academic and future success • Initiate parent communication in the form of a 3 day email & 7 day email and letter- when the student has missed the equivalent of 3 and 7 full school days.

Tier 2	**Targeted Supports-Some Students**	**Interventions/Supportive Measures**
		• Attendance Support Room assignment is initiated as a restorative learning opportunity about building strong attendance behaviors.
		• Chronic Absenteeism letters mailed home at the end of each quarter
		• Attendance Groups for students in need of attendance support through Student Services
		• RIR Placement for attendance related behavior as a restorative learning opportunity
		• Conduct TAG Meetings (initiated by counselor) with student and parent/guardian
		  ◦ Initiate parent communication -- understand what hurdles the student is facing in order to create appropriate responses; the student's family is an important member of this response
		  ◦ Engage all student stakeholders to investigate and problem-solve what hurdles the student is facing in order to create appropriate support plans
		• Social work meeting with student to assess attendance barriers and initial problem solving of barriers.
		• Student placement and participation in Student Services Tier 2 Groups in order to build belonging.

Tier 3	**Individual Students**	**Interventions/Supportive Measures** • Determine what wrap around services need to be considered to support the student's needs • Referral to the Tapestry Program • Referral to the West 40 Truancy Program • Conduct TAG+ Meetings (counselor, social worker, and assistant principal) with student and parent/guardian • West 40 Placement (ALOP/ Safe School) • Conduct home visits to engage family in problem-solving, planning, and intervention • Discuss hybrid schedule, program changes, homebound, hospital, virtual options