



ATTENDANCE HANDBOOK

2026-2027

OVERVIEW

At Fenton High School, academic excellence and student well-being go hand in hand. We know that the single most powerful predictor of academic success, course completion, and graduation is consistent school attendance. However, our commitment to our students extends far beyond the gradebook. We want our Bison in the building because school is where they connect mentally, emotionally, and socially. Strong attendance fosters a deep sense of belonging, strengthens relationships with peers and mentors, and significantly boosts overall mental health by reducing feelings of isolation.

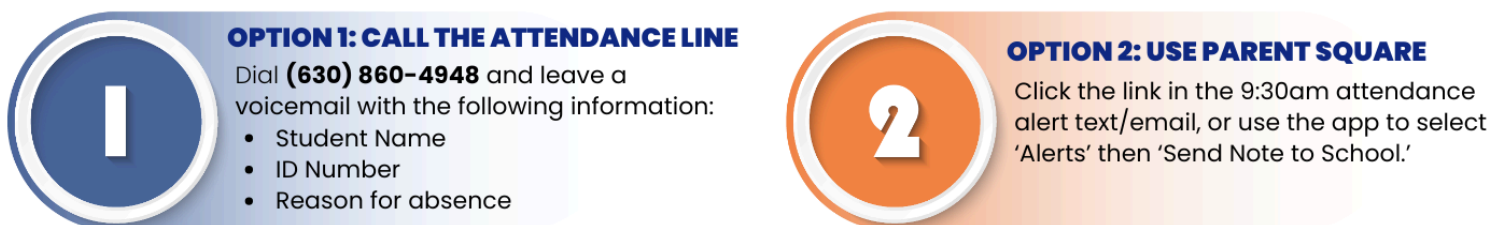
To maximize academic achievement and strengthen our school community, Fenton is rallying behind a shared goal for every student this year: **"Fewer than 5."** We challenge each student to aim to miss fewer than five days of school per semester.



GENERAL ATTENDANCE EXPECTATIONS

- Students are expected to be on time for every class. School begins promptly at 10 am on Monday and 8 am Tuesday - Friday.
- To participate in or attend extracurricular activities, clubs, or athletic practices/games, students must be present at school that day. This ensures a healthy balance between academic responsibilities and extracurricular passions.
- If your family knows an extended absence is coming up, when possible students are expected to pick up a pre-approved absence form from the Main Office at least one-week in advance.
- For the safety and accountability of all students, anyone arriving late or leaving early must check in or out through the Attendance Desk in the Main Office so we can ensure their security.

HOW TO REPORT AN ABSENCE



Types of Absences		
EXCUSED	UNEXCUSED	SCHOOL AUTHORIZED
• Illness • Medical/Dental • Funeral • Mental Health (5 days) • Religious observances • Family emergency • Court • Family Travel • College Visit • Civic Event (1/year) • Chronic Illness with medical documentation <i>Absences to accommodate family travel and college visits should be limited. If the family considers an absence of this nature absolutely necessary, the student should make arrangements at least one full week in advance of the intended absence. Please pick up a pre-approved absence form from the Main Office at least one week prior to absence.</i>	• Unresolved absences (absences not cleared with the attendance office within 48 hours) • More than 5 mental health days • Sleeping in • Missing the bus • Senior “ditch” days • Missing one class to study/take a test for another. • Cutting class • Leaving campus without being called in by a guardian.	• Field trips • Meetings with school personnel • School-sponsored athletic, musical, or interscholastic events. • School-sponsored testing <i>*Please note, families do NOT need to call the attendance office for school-authorized absences. These absences will be entered into PowerSchool by school staff.</i>
Make-up Work		
When absences are excused, students have the ability to make up classwork for full credit. If a student has an excused absence on the day of a practice event, the student should have the opportunity to make up that assignment in a timely manner. The student may also be exempt from the practice event. If a student has an excused absence on the day of a performance assessment, the teacher may provide up to five school days <i>from the day they return</i> to make up the assessment. If the assessment is not completed within the time frame, it will be entered as an NE without the possibility of makeup or retake/remediation.	Students marked as unexcused for any class period or unexcused late (more than 15 minutes tardy) to class are ineligible to make up any practice or performance activities for a grade. Grades will be recorded as a permanent NE in the gradebook with no opportunity for remediation. (Students have 48-hours to have an unexcused absence cleared by their parents or guardians.) <i>Extenuating circumstances around unexcused absences for major performance assessments may be considered and reviewed.</i>	Students are responsible for making up all work when participating in a school-authorized event. Students should make every effort to contact the teacher ahead of time and have all work completed upon their return to class.

Attendance Strategies and Interventions

Total Absences (Excused and 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 504 Plan and/or IEP</i>
5 absences	A student who accumulates 5 absences from any one class per semester	<u>Tier 1 Strategies/Supportive Measures</u> • A teacher reaches out to the student and family with a phone call. • Bison Time teacher discusses absences with the student. • Attendance reminder sent via ParentSquare.
6-10 absences	A student who accumulates 6-10 absences from any one class per semester	<u>Tier 2 Strategies/Supportive Measures</u> Any Tier 1 Strategy, plus: • Counselor or Social Worker meets with the student to discuss absences, possible class changes if absences continue, and make a phone call home. • Discussion of possible required academic supports (Bison Time resource, tutoring, Bison Orange, etc.) • Attendance warning sent to the family at 9 absences via Parent Square. • Meeting with family and Attendance Contract issued at 10 absences. • Required doctor's notes with additional absences. • Potential disciplinary consequences for unexcused absences.
11-19 absences	A student who accumulates 11-19 absences from any one class per semester	<u>Tier 3 Strategies/Supportive Measures</u> Any Tier 2 Strategies, plus: • Possible Loss of in-school privileges (ex. off campus lunch, early release/late arrival, blending, field trips) • Possible loss of social/extracurricular privileges (ex. Homecoming, Prom, Events and Games, Sports, Activities) • Possible schedule change • Home visits • Assignment to an Attendance Group with a social worker or counselor • Family/guardian meeting with the Dean and/or counselor to discuss an attendance success plan.
20+ absences	A student who accumulates 20 or more absences from any one class per semester	<u>Continued Tier 3 Strategies/Supportive Measures</u> Any Tier 3 Strategies above, plus: • Contract with county Attendance Specialist/Truancy • Home visit from DuPage County Truancy Officer • Discussion of possible withdrawal from class. • Discussion of alternative placements specializing in school refusal.