

## STUDENTS

### ATTENDANCE - STUDENT ATTENDANCE AND TRUANCY

#### General

Whoever has custody or control of any child between the ages of (a) six (on or before September 1) and seventeen, or (b) who is enrolled in any of the grades, kindergarten through 8, regardless of age, must cause such child to attend public school in the district where the child resides the entire time it is in session during the regular school term, except as otherwise provided by law.

#### Philosophy

The goal of the attendance policies and procedures of the District will be to support and improve the regular attendance and performance of our students. The Board of Education recognizes that regular attendance is vital to a student's success in school. Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Ensuring that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. A student who is frequently absent misses valuable instruction and discussion which is important for academic success, even though the written work is made up.

The District shall not be responsible for the proper educational progress of students who fail to maintain regular attendance habits or who are removed from the school for extended periods of time contrary to law or good educational procedure, as determined by the Board of Education.

#### Expectations

This District requires that parent(s)/guardian(s) ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code and inform the school of any absences and the causes of such absences.

#### Absenteeism

Absences are categorized as excused or unexcused. Valid causes of absenteeism (excused), as listed in Section 26-2a of the Illinois School Code, are:

- Illness
- Observance of a religious holiday (See Board Policy 672)
- Death in the immediate family
- Family emergency
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as determined by the Board of Education.
- Other situations beyond the control of the student as determined by the parent/guardian.
- Other reason as approved by the Superintendent or designee

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All other absences shall be considered unexcused. The Building Principal shall make the determination of excused or unexcused if there is question as to whether or not an absence falls under one of these valid causes.

#### Absence Notification

A student's parent(s)/guardian(s) must:

- Upon enrollment, provide the parents'/guardians' home and work telephone numbers to the Building Principal and update them as necessary, and
- Authorize all absences and notify the school in advance or at the time of the child's absence.

If a child is absent from school and there is no record that such absence is for a valid cause, nor notification that the absence has been authorized by a parent, legal guardian or other person having legal custody of the child, the Building Principal or his or her designee shall, within 2 hours after the first class in which the child is enrolled, make a reasonable effort to notify the parent, legal guardian or other person having legal custody of the child of the child's absence from school by telephoning the numbers given in accordance with Section 26-3b of the School Code.

Parents are requested to notify the school when a child has been diagnosed as having a communicable disease in order that notices may be sent home to alert the parents of other children who have probably been exposed.

#### Medical Documentation

Under certain circumstances, the District may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

#### Tardiness

Students are expected to arrive to class on time. Requiring a child to arrive on time promotes responsible behavior. Tardy arrival results in disruption to both the classroom and individual student learning process. Tardies are categorized as excused or unexcused. Valid causes of tardiness (excused) are:

- Medical Appointments
- Attendance at a Funeral
- Other situations beyond the control of the student as determined by the Building Principal

#### Tardiness Notification

A student shall be considered tardy at any time during the school day if he or she is not in the assigned classroom at the assigned time. Parent(s)/Guardian(s) are requested to notify the school

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office if a student will be arriving late, by writing a note, calling the office, or accompanying the child to the school office for sign in. All students who are tardy shall report to the Building Principal's office immediately upon arriving, shall provide the reason for the tardiness, shall receive authorization to return to class, and shall immediately return to class and present the authorization to the classroom teacher.

#### Excessive Absenteeism

The District considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

In order to reduce or prevent excessive absenteeism, the District will implement and maintain a procedure to track and provide early identification of potentially harmful attendance practices, and provide a progressive, multi-level plan toward remediation of the problem. This procedure shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), any school official(s), Clinical Model, or other people who may have information.

#### Truancy

The District considers a student subject to compulsory school attendance to be truant if he or she is absent without valid cause for a school day or portion thereof.

#### Chronic Truancy

The District considers a student subject to compulsory school attendance to be a chronic or habitual truant if he or she is absent without valid cause for 5% or more of the previous 180 regular attendance days.

#### Resources and Supportive Services

The following resources and supportive services, as determined appropriate, are available to truants and chronic or habitual truants with attendance problems and their parent(s)/guardian(s).

- conferences with school personnel
- counseling services of school counselors, social workers, and psychologists
- testing by school psychologists and special education personnel
- schedule or program changes
- placement in alternative educational programs
- special education assessment and placement
- referral to Clinical Model or community agencies for appropriate services

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#### Truant Minor

The District, in accordance with Section 26-2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or has been offered and refused by the parent(s)/guardian(s) and/or student.

#### Referral of Chronic Truants

Schools in the District will refer chronic truants to the DuPage Regional Office of Education in accordance with current procedure established by the DuPage County Clinical Truancy Program.

#### Punitive Action

Pursuant to Section 26-12 of the Illinois School Code, schools in the District will take no punitive action, including out of school suspensions, alternatives to suspensions, expulsions or court action, against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parent(s)/guardian(s).

#### Student Employment

Any child necessarily and lawfully employed according to the provisions of the law regulating child labor may be excused from attendance at school by the Superintendent, or his/her designee.

LEGAL REF.: Illinois School Code, Sec. 26-1, 26-2, 26-2a, 26-2b, 26-3, 26-3b, 26-12, 26-13, 26-14 and 26-15 (105 ILCS 5/26-1, 5/26-2, 5/26-2a, 5/26-2b, 5/26-3, 5/26-3b, 5/26-12, 5/26-13, 5/26-14 and 5/26-15).

CROSS REF.: 672

Adopted: December 10, 1998  
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