

Students

Student Attendance and Truancy

General

Whoever has custody or control of any child (a) between the ages of seven and seventeen or (b) who is enrolled in any of grades, kindergarten through 12 in the public school regardless of age, must cause such child to attend the District school wherein the child is assigned, except as provided herein or by State law.

Philosophy

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 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 District shall not be liable for the 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.

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. A written excuse signed by the parent/guardian will be required unless the child is excused from attendance under the provisions of Board Policy 6.255 (School Ceremonies and Observances).

Vacations

The District discourages parents or guardians from taking vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. The District offers no guarantee that written assignments covering such vacation periods will be provided.

Absenteeism

Each building principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend classes on a regular basis. Attendance is considered an important part of each class grade. Therefore, excessive absences will negatively affect the grade or credit for that class.

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 6.255)
- 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.

All other absences shall be considered unexcused.

Absence Notification

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

- Upon enrollment, provide 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. A student is considered tardy when he/she is not in class at the required time. Tardiness is not appropriate and disrupts the education of other students. Each building will develop a monitoring and reporting system.

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

- Medical Appointments
- Attendance at a Funeral.

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 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
- 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), and any school official(s) or other people who may have information related to the student's absenteeism.

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 without proper permission.

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 10% or more of the previous 180 regular attendance days.

Resources and Supportive Services

The following resources and supportive services 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 community agencies for appropriate services

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 Truant Officer.

Punitive Action

Pursuant to Section 26-2a of the Illinois School Code, schools in the District will take no punitive action, including out of school 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.: 6.255

Adopted: April 23, 1998

Revised: June 12, 2003

Revised: April 25, 2005

Reviewed: December 17, 2009

Reviewed: February 24, 2011