

Required Attendance/Tuancy

Students shall be required to attend school regularly and punctually as prescribed by state statute. Absences of pupils shall be investigated by the building principal and/or the assistant principal. Tuancy is defined as any unexcused absence from school. Students who are truant will not receive credit for class work during the unexcused absence. Students who return to school after an absence and who have not had the absence reported by phone to the attendance office will be considered truant. The Illinois School Code (Section 26-2a) considers missing 10% of the school year as excessive, unless there are extenuating medical problems. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days. The building administrator shall file notice of truancy with the student's parents to effect compliance with the compulsory attendance law of the State of Illinois.

Any student who is ill for five or more consecutive days, may be required to bring in a physician's statement.

When a student is absent (excused or unexcused) from school ten days, parents will be notified by letter. The letter will inform the parent and student of the total number of absences and will allow the parents time to notify the assistant principal of any extenuating circumstances surrounding the absence.

When a student is absent (excused or unexcused) from school fifteen days, the parents will be notified by a letter that any further absences will require a physician's statement. The physician will have to certify a student is physically or mentally unable to attend regularly for any further absences to be excused.

Extended Illness

Work for students who are ill for more than two days is coordinated through the main office. A request for assignments can be collected at the main office the end of the following day. Whenever possible, students are allowed 1 1/2 days for every day of absence to make up missed work due to illness. This is for all subjects including P.E., Foreign Language, and Arts & Tech.

Homebound Tutoring

Students who are ill and absent for at least 10 consecutive days may receive homebound tutoring through the Special Education Department. Parents are responsible to complete appropriate forms to initiate the tutoring. Contact the Assistant Principal of Curriculum and Special Services for information.

Family Trips-Vacations

If a student is absent from school because of a family trip, no teacher shall be required to provide assignments in advance or give assistance to the student for school work missed. The student, however, shall be held accountable for the missed work and will receive credit for major tests, papers, and homework which are completed and submitted to the teachers within 3 days after returning to school unless extended per the discretion of the teacher.

Students Arriving Early to School

We ask that students do not arrive at school until 7:40 a.m.

Students Arriving Late to School

Students who are late to school must check in at the Attendance Office. If a student is tardy (late to school), he/she must have a note from a parent in order for the tardiness to be excused. Frequent tardiness to school, excused or unexcused, may result in administrative involvement or disciplinary action. Reasons for excused tardies are consistent with those listed under the student attendance section of the handbook. An admit slip will be given to each tardy student.

Pupil Sign-out

Students excused from school during the school day must have a note or phone call from a family member and must be signed out by the family member in the office. Parents should come to the office to pick up students so as not to disturb the classroom. As much advance notice as possible would be appreciated in case of dismissal. If the child returns that day, it is necessary to sign in at the office.

Tardiness

Tardiness (late to class), is defined as when a student is not in his/her seat when the bell rings at the beginning of each class period. If a student has a pass from a teacher or other school personnel, he/she is excused for being late to class. Students who are tardy for a third time to class per a quarter will receive a lunch detention. The 4th or 5th tardy during a quarter will result in a major detention. Additional tardiness in the same quarter may result in Saturday Detentions.

Evening Events and Extracurricular Activities

Students must be present in school for at least 4 class periods in order to attend any evening events or extracurricular activities scheduled for that day. This includes such events as a dance or an activity night and such activities as a game or practice.