

Section A - Introduction

In accordance with the requirements of The School Code of Illinois and in recognition of the responsibilities imposed upon parents/legal guardians therein, it is the policy of the Board of Education of District #225 that students shall attend school on a regular basis and be on time for classes. Student attendance in class is not optional; it is a requirement of every class unless specifically otherwise authorized. The Board believes that regular class attendance fosters successful academic performance and development of punctuality, self-discipline, and responsibility. A substantial failure to attend classes seriously prejudices the entire educational program and creates problems for the teacher and other students in the classroom, in addition to the offending student. The Board further believes that the school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance and punctuality. Those regulations shall require that all student absences shall be verified by telephone by the student's parent(s) or legal guardian(s). Excessive absences that are non-school related may require further documentation as reasonably requested by the school.

Section B - Classification of Student Absences

Student absences from class shall be classified as follows:

1. Excused Absence

Reasons for an excused absence shall include:

- a. illness of the student,
- b. death in the family,
- c. religious holidays,
- d. participation in election day activities,
- e. school-sponsored activities,
- f. medical appointments,
- g. family emergencies,
- h. and Learning Adjustment Center (LAC) placement. (The LAC is an in-school placement used for attendance violations and other offenses as determined by the Dean of Students or designee.)

An excused absence shall enable a student to receive credit for work which is made up. The teacher shall make a reasonable effort to assist the student to complete the student's make-up assignments. Alternative assignments may be substituted by the teacher, however, when it is determined by the teacher that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student's grade.

**Section B - Classification of Student Absences (continued)**

2. **Explained Absence**

Other parent/legal guardian-approved absences, such as vacations, and college visits and interviews shall be considered by the Dean of Students or designee for approval as an explained absence if the request is made by the parent(s)/legal guardian(s) prior to the absence. An explained absence shall enable a student to receive credit for work which is made up. The teacher shall make a reasonable effort to assist the student to complete the student's make-up assignments. Alternative assignments may be substituted by the teacher, however, when it is determined by the teacher that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student's grade.

3. **Unexcused Absence**

"Unexcused absence," as used in this policy, shall refer to any unauthorized absence from any class, study hall, or activity required by the school.

4. **Tardy (Late to Class)**

"Tardy," as used in this policy, shall refer to any unexcused absence of a student during the first 5 minutes of a class, study hall, or other scheduled assignments. Students who are more than 5 minutes late shall be considered "absent" from that class period unless otherwise excused by the teacher or supervisor of the scheduled assignment.

**Section C – LAC/Suspensions**

Students who are assigned to the LAC or suspended out of school are expected to complete missed work and will receive credit for work made up. A suspension shall enable a student to receive credit for work which is made up. The teacher shall make a reasonable effort to assist the student to complete the student's make-up assignments. Alternative assignments may be substituted by the teacher, however, when it is determined by the teacher that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student's grade.

**Section D - Flagrant and Repeated Violations**

The Principal is authorized to recommend an alternate educational placement for a student who fails to adjust to the day school by failing to retain at least five classes on the student's schedule. The Principal is also authorized to approve a student's continuing enrollment in the day school, even though the student may be enrolled in less than five regular classes.

Section E – Exceptions

Either the Principal or Dean of Students is authorized to make reasonable and prudent exceptions to the foregoing student attendance policies.

Section F - Instructional Staff Responsibilities for Student Attendance

The instructional staff of each department, under the leadership of the instructional supervisor, is directed to develop instructional strategies which shall encourage student attendance and promptness. Teachers shall be required to maintain an accurate daily register of student attendance. Effective administration and management of student attendance regulations shall be considered one of the factors in the evaluation of members of the instructional staff.

Section G – Procedures

The Superintendent, in consultation with the Superintendent's staff, shall set forth the rules and procedures governing the administration of this policy. Further, the staff will ensure that an electronic version of the policies and procedures of this section are available on the website, and a paper copy distributed to all parent(s)/legal guardian(s), students, and staff members on an annual basis.

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