Students – Administrative Procedure

ATTENDANCE AND TRUANCY – COMPULSORY ATTENDANCE

I. Excused Absences

A. Requests by students to be absent from school for the following reasons will be considered excused absences:

- illness
- observance of religious holiday (with 48 hours’ notice requested)
- death in the immediate family
- family emergency
- visits to college campuses and job interviews (with 48 hours prior written notice) to a maximum of five days
- situations beyond the student’s control as determined by the Board of Education
- other circumstances which cause reasonable concern to the parent for the safety or health of the student.
- high school students serving as Election Judges

B. A student’s parent(s)/guardian(s) must authorize all absences and notify the school 48 hours in advance when situations require pre-approval notices, otherwise at the time of the student’s absence.

C. Students who are absent from school due to illness for 10 consecutive days will be required to submit a doctor’s letter to verify the student’s medical condition and its impact on the student’s ability to attend school.

D. It shall be the responsibility of the student to complete all make-up work within the time limits established by school personnel.

E. Requests by students to be absent from school during the semester examinations will generally be denied. A Principal may excuse such an absence if circumstances warrant, on a case-by-case basis.

II. Absences to Take Part in Extra Curricular Activities

While it may, occasionally, be necessary for the principal to approve the release of students from regularly scheduled classes to take part in extracurricular activities, this practice is to be held to a minimum.

Absences may be approved for participation in competitive events sponsored by District 150 or regularly scheduled through state organizations like the Illinois High School Association with which the District has official affiliation. Absences may be approved for national or international competition such as is held for speech, debate, cheerleading and vocational education providing qualification for such competition was secured through successful state competition. District 150 will not be obligated for any expense incurred.

The principal or a district-wide sponsor of the extra-curricular activity may, with the concurrence of the
Associate Superintendent approve other school-sponsored trips to be accomplished primarily when school is not in session. These trips will be considered for approval if the experiences are an integral part of the school curriculum and contribute to the District’s desired educational goals. Each trip authorization shall be based on written rationale of the travel’s educational value as well as safety and welfare of the students involved. The principal must assure the District that adequate supervision is provided. The District will not be obligated for an expense incurred, with the possible exception of the cost of a substitute, if needed.

II. Unexcused Absences and Truancy

A. Students who are absent for reasons other than listed under excused absences shall be considered unexcused.

B. At a minimum, the following actions will be taken to attempt to secure a student's attendance after unexcused absences. Such efforts must be documented, including when supports are offered and refused by the student and/or parent/guardian.

- Principal or his/her designee will make a phone call to the parent/guardian when a student is absent within 2 hours after the first class, if possible.

- **Upon the student’s 3rd unexcused absence:**
  - Principal or designee will meet with student to discuss reasons for being absent, the importance of regular attendance and develop a plan for possible solutions including community support services, explanation of the law concerning student attendance and possible consequences for failure to meet the expectations of attendance plan.
  - Following conference with student, principal/designee will contact parent/guardian to review all items covered in student meeting and inform them of the District’s policy requiring a doctor’s note after 10 absences for illness.
  - The principal shall refer the matter to School Resource Officers for further investigation if deemed appropriate.

- **Upon the student’s 6th unexcused absence:**
  - Principal/designee will mail or have delivered a letter requesting the parent(s)/guardian(s) to contact the school within 2 days of date of letter, to schedule a meeting to discuss child’s absences and develop a targeted intervention plan. The letter will list resources for parents if they need assistance. Letter will also inform parents of the expectations and levels of intervention that they should be striving for.
    - Note: failure of parents to attend the meeting will not change the process for the parent(s)/guardian(s) or a student’s targeted plan development.

  - The meeting with the family may be individual or conducted as a group meeting with several families. The meeting could occur as a building-level Targeted Team Meeting, a “Project TARGET” meeting, etc. Signing in and the development of a proposed plan will be required.

  - Connecting with the student and family for any further unexcused absences is strongly
recommended.

C. If the truancy issue continues:

- **Upon the student's 9th unexcused absence:**
  - The school shall mail written notice to the parent/guardian informing them that their child must be present at school on the day following receipt of the letter, and that attendance at school is expected to be continuous and consecutive for the remainder of the school year. NOTE: If possible, a personal delivery of the notice is highly recommended.
  - The notice sent to parents will list resources for them that can be contacted if they need assistance and it will inform them of their expectations and levels of intervention when it comes to their child's education.
  - Students who are absent from school without a valid excuse for 9 or more days within the last 180 days of school are identified as being Chronic Truants as defined by Illinois School Code.

- **Upon the 15th unexcused absence:**
  - The school shall send by regular and certified mail written notice to the parent/guardian that informs them if their child accumulates three (3) more unexcused absences from school a referral shall be made to the Regional Office of Education for a possible truancy hearing and possible further legal action being taken by the State's Attorney.

- **Upon the 18th unexcused absence:**
  - The school shall report the name and required information concerning the chronically absent student to the District office.
  - If at least three (3) notices have been given and not complied with, and if all support services and resources have been exhausted, then the District shall refer the matter to the Regional Office of Education for action to be taken by them and/or the State's Attorney against the parents of the Chronic Truant student.

Note: Continued truancy by the student may result in punitive action, including out-of-school suspension, expulsion from school, and/or court action as permitted under law once support services and other school resources have been exhausted.

D. Truancy due to extraordinary circumstances.

- The Superintendent and designees may utilize the criteria governing whether truancy is due to extraordinary circumstances stated in the Board's Truancy Policy in implementing this Administrative Procedure.

III. Denial of enrollment to student 17 years or older for failure to meet academic or attendance standards

A. A student 17 years of age or older may be denied enrollment for one (1) semester for failure to meet
minimum academic standards if the following conditions are met:

1. The student achieved a GPA of less than “D” (or equivalent) in the semester immediately prior to the current semester;
2. The student and parent/guardian are given written notice warning that the student is failing academically and is subject to denial from enrollment for one (1) semester unless a “D” average (or equivalent) is attained in the current semester;
3. The parent/guardian is provided with the right to appeal the notice;
4. The student is provided with an academic improvement plan and academic remediation services; and
5. The student fails to achieve a “D” average (or equivalent) or better in the current semester.

B. A student 17 years of age or older may be denied enrollment for failure to meet minimum attendance standards if the following conditions are met:

1. The student is absent without valid cause for 20% or more of the attendance days in the semester immediately prior to the current semester;
2. The student and parent/guardian are given written notice warning the student is subject to denial from enrollment for one (1) semester unless the student is absent without valid cause less than 20% of the attendance days in the current semester;
3. The parent/guardian is provided with the right to appeal the notice;
4. The student is provided with attendance remediation services, including assessment, counseling and support services; and
5. The student is absent without valid cause for 20% or more of attendance days in the current semester.

C. A student who is at least 17 years old but less than 19 years old may not be denied enrollment for more than one (1) consecutive semester for failure to meet attendance standards.

D. The written notice sent to the parents/guardians referenced in A(2) and B(2) above shall inform them that they have the right to request a hearing before a Board-appointed hearing officer to review the Board’s intention to deny enrollment to their student. The Board has appointed the Superintendent or designee to act as hearing officer. Any appeal made by the parent or guardian must be heard and a final determination made by the Board before a student may be denied enrollment.

IV. Dropouts

- Any dropout who is resident in the school district and who meets the statutory definition of a dropout and who is 17 years of age may apply to the District for status as a truant, and the District shall permit such person to participate in the District's various programs and resources for truants. At the time of the person's application, the District will request documentation of his/her dropout status for the previous six (6) months. A "dropout" is defined as: any child enrolled in grades 9 through 12 whose name has been removed from the District enrollment roster for any reason other than the student's death, extended illness, removal for medical non-compliance, expulsion, aging out, graduation, or completion of a program of studies and who has not transferred to another public or private school and is not known to be home-schooled by his or her parent(s)/guardian(s) or continuing school in another country.
V. Disclosure of Records

The District may disclose a student's education records relating to attendance to juvenile authorities as defined under the *Illinois School Student Records Act* upon prior written notice to the parent/guardian.

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