

Attendance Information

Student Attendance

It is the goal of District 230 to provide each student with the best education possible. It is the responsibility of the student to avail himself of every educational opportunity and the combined responsibility of the student and parent to ensure the student's regular daily attendance. Because the classroom learning experience, which cannot be duplicated, is a vital component of the student's educational experience, the following attendance regulations will be enforced.

Perfect Attendance

A perfect attendance award is presented to those students who complete four years of high school with no official absences. An official absence is any absence which is recorded on the student's report card. Any questions regarding absences should be addressed to the dean's office within thirty days of the end of a specific grading period.

Absences

Students and parents should realize that any absence will have an adverse effect on the student's grades and should strive to keep student absences to a minimum. All absences, single period or full day (full day is considered 3 or more periods), beyond five(5) during a semester will be considered unexcused unless a written doctor's excuse (listing the exact dates of absence) is provided upon the student's return to school, or unless excused by the principal or his designee. Parents will be notified by letter when the five day limit has been reached.

Calling in a Student Absence

Sandburg..... **671-3195 & 671-3196**

On the day of a student's absence, the parent (or guardian) is required to call the attendance office in the morning and relay the following information:

- Student's name and ID number
- The name of the person calling and the relationship to the student (Please note that calls will only be accepted from parents or legal guardians who are designated as such in the student's personal file. Calls cannot be legally accepted from siblings, neighbors relatives or parents who do not have custodial rights.)
- The reason for the absence.
- The approximate length of the absence.

If a student is absent for two or three days in succession, the parent should call each day. If the parent does not call the school, the student must report to the deans' office for a truancy readmit.

Make-up Work

The responsibility for obtaining and completing make-up work after an absence and/or field trip rests solely with the student. Failure to complete such work in a satisfactory manner within the time limit as determined by the teacher may result in a **loss of credit** for each assignment missed.

Requests for Assignments

When students request assignments due to illness, a 24-hour turnaround period is necessary. Parents are urged to call the guidance office early in the day, so that the assignments can be picked up the following day. Students who are absent only one day are to call classmates for assignments.

Classification of Absences (within the 5-day limit)

Excused Absence

The following reasons will be considered excused absences providing they are within the 5-day limit:

- Personal illness
- Family emergencies
- Death in the immediate family
- Some types of planned absences
- Authorized school activities.
- College visits: college visits should be made on weekends or holidays if possible. A junior or senior student who wants to schedule a college visit should obtain a college visitation form from the attendance office. This form should be completed and presented to the attendance office in advance of the visit. There will be a maximum of two college visits per year. College visits will not be allowed for colleges within 20 miles of the home school.
- Court appearances: it is the student's responsibility to notify the attendance office in advance of a scheduled court appearance. Appearance must be verified.

Vacations: parents must request permission from the dean's office for a student to be excused from school for a family vacation. **NOTE:** These days are included in the 5-day limit. *** Doctor's notes, medical excuses, court appearance verifications, religious observances, etc., must be submitted within 5 days of the absence.**

Unexcused Absence

The following reasons will be considered unexcused absences:

- Oversleeping, missing the bus, or car trouble.
- Planned absences if the student does not follow the proper procedures.
- Absences beyond the 5-day limit not excused by a doctor's note.
- Late call (any call not received on the day of the absence).

PLEASE NOTE: Students will receive a grade of a "zero" for each day of unexcused absence.

Partial Day Attendance/Late Arrival

If a student arrives late, for any reason, he/she must report to the Attendance Office for a readmit. Failure to do so will result in a referral. All late arrivals, including 5 or more minutes to Zero or First hour class, must be called in by a parent.

Leaving Early

A student who becomes ill during the school day will be sent home by the school nurse with parent approval. The nurse's pass will be the student's excused absence slip upon returning to school.

No student shall leave school before the end of the day without permission from the dean's office, unless the school nurse sends the student home. NOTE: Any student who leaves the building without authorization from the dean's or nurse's office, or an off-campus pass called in by a parent, will receive disciplinary action.

Students must pick up their re-admit in the attendance office prior to the start of their school day.

Period Truancy

A period truancy is defined as an unexcused or unauthorized absence from a class, including tardiness, exceeding five minutes. Truancies are cumulative within a class, not across classes.

- 1st period truancy-disciplinary consequence and parent notification.
- 2nd period truancy-disciplinary consequence and parent notification.
- 3rd period truancy-disciplinary and parent notification and possible drop from class with a failing grade, (students are dropped on third cut of single class in one semester).

All Day Truancy

All day truancy is any student's absence from school without the prior notification of the school authorities by parent(s) or guardian(s).

Tardy Procedure

A student is considered tardy to class when not ready to proceed with the designated activity for that class when the bell rings. If a student is more than five minutes late to class and the lateness is unexcused or unauthorized, the student will be counted as truant and receive a referral to the dean. Tardies are cumulative within a class for one semester.

- 1st, 2nd, 3rd Tardy – Student notified by teacher.
- 4th Tardy – Disciplinary consequence date assigned by teacher and parents notified.
- 5th Tardy – Disciplinary consequence assigned by dean.
- Continued tardies will result in further consequences.