

Glenbrook High School District #225**BOARD POLICY: STUDENT ATTENDANCE****8420**

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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~~ 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 ~~meet~~ 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.

2. Explained Absence

Other parent/legal guardian-approved absences, such as vacations, and college visits and interviews shall be considered by the ~~building administrator~~ 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, ~~but the time and place of any make-up sessions shall be solely at the initiative of the student and at the reasonable convenience of the teacher.~~ 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, ~~homeroom~~, or activity required by the school.

4. Tardiness-Tardy (Late to Class)

"~~Tardiness~~ Tardy," as used in this policy, shall refer to any unexcused ~~appearance~~ absence of a student during the first 5 minutes of a class, study hall, or ~~homeroom~~ 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 – Credit for Class Work 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. ~~Students who are suspended will also be expected to complete missed work, but will not receive credit for such work.~~ 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. Students who are suspended will also be expected to complete missed work, but will not receive credit for such work. 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 ~~p~~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 ~~p~~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 ~~p~~Principal or ~~d~~Dean of ~~s~~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. ~~These attendance registers shall be periodically reviewed by the instructional supervisors and in-service training sessions shall be conducted for those staff members whose classes experience an inordinate number of unexcused absences.~~ 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 ~~s~~Superintendent, in consultation with the ~~s~~Superintendent's staff, shall set forth the rules and procedures governing the administration of this policy. ~~and shall~~ 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 ~~distribute copies of this policy and its related rules and procedures~~ to all parent(s)/legal guardian(s), students, and staff members on an annual basis.

~~Note: The use of “dean” or “Dean of Students” in this policy/procedures refers to the Dean of Students or designee.~~

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PROCEDURES FOR IMPLEMENTING BOARD POLICY: STUDENT ATTENDANCE

8420

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Section A - Introduction

The sSuperintendent, in consultation with his staff, is authorized to develop procedures to govern the administration of the board policy on student attendance. These procedures are indicated below and are to be followed by all staff members in all cases involving student truancy (unexcused absence) or excessive excused/explained absences that are non-school related.

Section B – Parent/Legal Guardian Responsibility

A parent/legal guardian must contact the attendance office to excuse all absences by the end of the next school day following each absence. If a parent/legal guardian has not verified the absence by the end of the next school day following the absence, the absence will be considered an “unexcused absence.”

Section ~~B~~ C – Unexcused Absences

1. First Offense – On the first unexcused absence, the following procedure ~~will~~ shall be followed:
 - a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and the associated consequences.
 - a. b. The teacher shall:
 - i. ~~report the student’s truancy (unexcused absence) to the teacher’s instructional supervisor and shall make the appropriate entry in the teacher’s attendance register.~~
 - ii. talk to the student to emphasize the importance of class attendance and to explain the provisions of the board policy on attendance.
 - iii. ~~contact the student’s parents/guardians explaining the importance of class attendance and explaining the provisions of the board policy on attendance.~~
 - b. ~~The instructional supervisor shall send a copy of the referral form to the dean of students and to the student’s counselor.~~
2. Second Offense – On the second unexcused absence, the following procedure shall be followed:
 - a. ~~The teacher shall report the student truancy (unexcused absence) to the teacher’s instructional supervisor by the use of a Referral Form and shall make the appropriate entry in the teacher’s attendance register.~~

- a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and to inform them of the forthcoming meeting between the student and his or her dean.
 - b. ~~The instructional supervisor shall review the Referral Form, sign it, and send it to the dean of students by the end of the school day on which the form is received.~~
 - c. ~~b.~~ The Dean of Students or designee shall:
 - i. Assign the student to the Learning Adjustment Center (LAC) for two days or one day of Saturday detention or impose another appropriate disciplinary action. Students who are assigned to the LAC are expected to complete missed work and when completed will receive credit for that day's work.
 - ii. Notify the student and the student's parent(s)/legal guardian(s) of the dean's Dean of Students or designee's action. The parent(s)/legal guardian(s) shall be informed of the dean's action by telephone and either by letter or email when email address has been provided by the parent(s)/legal guardian(s).
 - iii. Notify the student's teachers of if the student's assignment is to the LAC and obtain LAC assignments and a student progress report from each teacher.
 - iv. Notify student's counselor of the student's action taken by the Dean of Students or designee. assignment to the Learning Adjustment Center (LAC).
 - v. ~~Provide a copy of the completed Referral Form to the student's teacher, instructional supervisor, counselor, and parents.~~
 - vi. ~~The student's counselor shall review which resources of the school can best be utilized to assist the student in improving attendance.~~
 - d. ~~The student's counselor shall review which resources of the school can best be utilized to assist the student in improving attendance.~~
3. Third Offense and Subsequent Offenses – On the third unexcused absence or any subsequent unexcused absences, the following procedure shall be followed:
- a. ~~The teacher shall report the student truancy (unexcused absence) to the teacher's instructional supervisor by the use of a Referral Form and shall make the appropriate entry in the teacher's attendance register.~~

- a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and to inform them of the forthcoming meeting between the student and his or her dean that will define consequences of the unexcused absence.
- b. ~~The instructional supervisor shall review the Referral Form, sign it, and send it to the Dean of Students.~~
- c. ~~b.~~ The Dean of Students ~~may~~ shall:
 - i. assign appropriate consequences that may include removal of ~~remove~~ the student from the class register, assign the student a withdrawn-failing (WF) grade for the course, and assign the student to a restricted study hall. A team consisting of representation from the Dean's Office and the Student Services Department may determine additional interventions.
 - ii. notify the student and the student's parent(s)/legal guardian(s) of the action taken by the Dean of Students or designee. ~~If the Dean of Students removes the student from class then the student and parents shall be notified by telephone and letter.~~
 - iii. ~~The Dean of Students must send a copy of the completed Referral Form to the student's teacher, instructional supervisor, and counselor.~~
 - iii. iv. ~~The Dean of Students must~~ The Dean of Students must notify the principal if the removal of the student from the class has resulted in the student being enrolled in less than five classes.
- c. ~~v.~~ If the removal of the student from the class has resulted in the student being enrolled in less than 5 classes, then:
 - i. ~~The p~~Principal may recommend to the ~~s~~Superintendent that the student ~~he~~ be assigned to an appropriate alternative educational placement.
 - ii. The ~~s~~Superintendent shall review the recommendation of the ~~p~~Principal and determine the appropriate placement.

- e. ~~The student's counselor shall review which resources of the school can best be utilized to assist the student in improving attendance. (This should quantify what we do with the problem solving team) The problem solving team will review the student's~~

Section C D – Tardiness Tardy

1. After each occurrence of three unexcused tardies, notification shall be made to the parent(s)/legal guardian(s) by the teacher via telephone, departmental letter, or email (when email address has been provided by the parent(s)/legal guardian(s)), and the student shall be given a ~~departmental~~ detention of 30 minutes in length or other similar ~~departmental~~ discipline.
2. With the accumulation of the ninth tardy, the Office of the Dean of Students shall be notified. ~~Parents and student shall be contacted by telephone and/or conference and~~ The Dean of Students or designee will hold a conference with the student and the parent(s)/legal guardian(s) in which the student shall be given the option of the student attending a Saturday detention for six hours or dropping the class with a “WF” grade and being assigned to a restricted study hall for the balance of the semester. If the parent(s)/legal guardian(s) are unable to attend, they will be contacted and informed of the action taken by the Dean of Students or designee.
3. In the event the student elects to attend the Saturday detention, the student and parent(s)/legal guardian(s) shall be informed by the Dean of Students or designee that three additional tardies or failure to serve Saturday detention shall be grounds for removal from class with a “WF” grade for the semester and assignment to restricted study hall for the balance of the semester.
4. The parent(s)/legal guardian(s) and student shall be informed of the school's action by telephone and letter.

Section ~~D~~ E – Intervention

1. Excessive Class Absences – In instances of excessive excused/explained class absences that are non-school related ~~the following procedures will be followed:~~ a team consisting of representatives from the Dean's Office and the Student Services Department will determine when it is appropriate to invoke the following intervention(s).
- a-1. First Intervention – ~~Due to differences in the schedules followed in the two schools t~~The number of classes constituting a first circumstance requiring intervention will be five (5) classes at Glenbrook North and eight (8) classes at Glenbrook South in a semester. A letter will be sent home to the parent(s)/legal guardian(s) expressing concern regarding the number of excused/explained class absences that are non-school related and indicating further excused/explained class absences that are non-school related may require documentation evidencing good cause of the absence(s) or a doctor's note.
- b-2. Second Intervention – ~~At Glenbrook North s~~Seven (7) classes missed and at Glenbrook South twelve (12) classes missed in a semester constitutes a second circumstance requiring intervention. A phone call from the Dean's eOffice and a registered letter will notify the parent(s)/legal guardian(s) that further class absence will be unexcused until documentation evidencing good cause of the absence(s) or a doctor's note is provided.
2. ~~A review committee consisting of representation of the Dean's Office and the Guidance Department will determine when it is appropriate to invoke this intervention.~~

Section ~~E~~ F – Records

The Dean of Students shall keep appropriate records of student truancy for reporting purposes.

~~Note: The use of "dean" or "Dean of Students" in this policy/procedures refers to the Dean of Students or designee~~

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