

# Geneseo High School

## **Attendance**

COMPULSORY SCHOOL ATTENDANCE: Illinois law requires that whoever has custody or control of any child between the ages of 6 (on or before September 1) and 17 be subject to compulsory school attendance. Illinois law also requires that whoever has custody or control of a child who is enrolled in school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session

There are certain exceptions to the attendance requirement for children who attend private school (including home school), are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

## Student Absences

There are two types of absences: excused and unexcused. Excused absences include illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

Juniors and seniors are allowed two pre-arranged excused college visit days and sophomores are allowed one pre-arranged excused college visit day per school year.

One excused job- shadowing day is allowed for sophomores, juniors, and seniors.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school's attendance line, 309-945-0110, before 10:00 a.m. to explain the reason for the absence. If a call has not been made to the attendance line by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the absence will be marked as "not cleared." If no parent or guardian contact is made within 24 hours of a "not cleared" absence, the absence will be marked as truant, and the appropriate discipline will be assigned. Once truancy discipline is assigned, it cannot be changed.

Cross Reference:

PRESS 7:70, *Attendance and Truancy*

## Reporting Absences

A parent or legal guardian must report a student's absence for any reason (including absence from Saturday detention) by a phone call prior to 10:00 a.m. on the day of the absence by calling the 24-hour, 7-day a week automated line, 309-945-0110, providing the following:

1. Name of the person reporting the absence and his/her relationship to the student
2. Student's **first** and **last** names
3. Reason for the absence (i.e. illness, out of town, etc.)
4. Date of the absence
5. Date of return to school, if known

In the event a phone call cannot be made, a note must be sent with the student when he/she returns to school. The note must contain the above information, as well. (If a note is not provided within one school day of the student's return, the absence will be considered truant and disciplinary action will result). Forged notes and fake phone calls will result in the student receiving disciplinary action.

### Late Arrival to School

The student must report to the office to explain the late arrival and receive an admit to class. If students arrive during or after Early Bird or any other class or between classes, they must check in at the attendance window at that time before going to class. Failure to report to the attendance window to check in upon late arrival, or upon student's return from an appointment, will result in disciplinary action. Lack of a note or phone call within one school day will result in the absence being considered truant. Students who arrive late to school must check in at the attendance window. Failure to do so will result in discipline.

### Leaving School During the Day

1. In the case of illness:
  - a. A student in attendance at school must have the permission, in person, of the school nurse or an administrator before leaving school. Failure to do so will result in disciplinary action.
2. In the case of professional appointments:
  - a. Students having a medical/dental or other professional appointment must present a note from a parent/guardian to the attendance window before school stating the date and time of the appointment in order to obtain a permit to be excused from class. In the case of last-minute emergency appointments, the parent may notify the school by phone about the appointment. The student then must pick up a permit from the attendance window to be excused from class. In both cases, the student will also be given a form which is to be signed by the doctor, dentist, or professional involved and returned to the attendance window before being readmitted to class. When a student has a medical appointment before school starts for the day, a confirmation slip from the professional office must be presented at attendance window upon check-in.
  - b. When returning to school from an appointment, the student must report to the attendance window with the form signed by the doctor, dentist or professional involved. Students are expected to return promptly from appointments. **If the form is not returned the absence will be recorded as unexcused.**

### ATTENDANCE AND EXTRA CURRICULAR PARTICIPATION

On days when school is in session, students involved in extra curricular activities must be checked in at the Attendance Office by 10:30 am (with Early Bird – period 6 schedule) and 11:30 am (with a 1 -7 period schedule), unless prior arrangements have been made for medical appointments, funerals, etc.

### Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction.

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference: PRESS 7:80, <i>Release Time for Religious Instruction/Observation</i>
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### Truancy

Students who are out of school without permission of their parent/guardian and/or school officials are truant. Students truant from a class forfeit the opportunity to receive credit for any make up work that was missed or due during the time of their truancy.

**TRUANT** - A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

**CHRONIC OR HABITUAL TRUANT** - A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five (5) percent of the previous 180 regular attendance days (including days in the prior school year).

**TRUANT MINOR** - A child to whom supportive services including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in cessation of chronic truancy or a child to whom these services have been offered and refused.

Using the definitions cited, the administration shall determine if the student is a truant, chronic or habitual truant, or a truant minor.

The following supportive services may be offered to a student who is experiencing an attendance problem:

- Student conferences
- Alternative education program
- Parent-teacher conferences
- Alternative school placement
- Counseling services by counselors, social workers, or psychologists
- Community agency services
- Psychological testing

Truant students 17 years of age and older, who have been absent without valid cause for the equivalent of ten (10) school days, will be notified, either in person, or by certified mail, return receipt requested, that he/she will be dropped from enrollment if he/she does not return to school or has any more truancy.

#### **Consequences for Excessive Unexcused/Excused Absences**

1. Five (5) days or five (5) unexcused absences from the same class
  - a. Letter sent home
  - b. Notification that five (5) unexcused absences within 180 school days will warrant referral to the truant officer (this is cumulative and reflects the past school year)
  - c. Parent conference
  - d. Referral to school counselor
  - e. For multiple days (more than three (3) of consecutive, unexcused absence, students will be given not more than three days to make up the work.
  - f. Any student who has accumulated five (5) days of unexcused absences per school year must obtain a doctor's note for any absence over the five (5) days to be considered excused.
2. Ten (10) days or ten (10) single period excused and/or unexcused absences from any class
  - a. When a student reaches a total of 10 (excused and/or unexcused) days of absence, the student may be dropped from GHS enrollment. The parent/guardian may re-enroll the student but will be charged a re-enrollment fee.
  - b. Referral to truant officer and Regional Office of Education if the student is under 17 years of age. If the student is 17 or older, a conference will be held with parents/guardians and student concerning alternative placement possibilities
  - c. Notification of referral to parent if referred to truant office and Regional Office of Education.
  - d. Referral to school social worker
  - e. Any student who has accumulated ten (10) days of unexcused and/or excused absences per school year must obtain a doctor's note for each and every absence over the ten (10) days to be considered excused.

Reminder: Nine (9) total unexcused absences means a student is in direct violation of the Compulsory Attendance Laws of Illinois.

## IMPORTANT INFORMATION REGARDING EARLY BIRD CLASSES

**At the teacher's discretion, if a student misses an early bird class more than three times in a quarter, and has early release, the student may be placed into another section of the class that meets during the regular school day.**

### Make-Up Work Policy

If students have been told by teachers of homework assigned or tests to be taken during or after their absences, they are expected to have the homework completed and take the tests on the day of their return or with the class as scheduled. Many teachers at the high school level make assignments a week or more in advance.

Assignments are available for multiple days' absences to students and parents/guardians by e-mailing each teacher directly. Please send e-mails to teachers before 8:00 a.m. if assignments are wanted by 3:30 p.m. the same day.

Single-day assignments will be the responsibility of the student to get when he/she returns to school or from a classmate.

- **Pre-arranged absences (field trips, athletic events, etc.):** Work is due and tests are required to be taken as soon as the student returns to school. For instance, students are told on Wednesday of a test to be given on Friday. If students are absent on Thursday due to a band trip, those students are expected to take the test with the rest of the class on Friday.
- **Excused absences:** It is the student's responsibility to contact teachers regarding missed work. Students will be allowed two (2) days for every day absent for an excused absence to make up missed work.
- **Unexcused absences:** It is the student's responsibility to contact teachers regarding missed work. Students will be allowed one (1) day for an unexcused absence to make up work. However, for multiple days (more than three) of consecutive unexcused absences, students will be given not more than three days to make up the work. If a student misses school due to an unexcused absence pre-arranged with the administration, the student will be allowed one (1) day absent up to five (5) days. However, except in the case of extended illness when special arrangements will be made, a maximum of five (5) school days total will be allowed to make up work. Make-up days do not include the first day following an absence. That day should be used to get the make-up assignments. The individual teacher will determine the make-up assignment. The teacher may extend the make-up time if deemed necessary. Assignments will receive no credit if not completed within the time allowed. Some assignments must be completed regardless of receiving credit, because of their necessity for follow-up work. Once the student reaches the 11<sup>th</sup> day/period of unexcused absence in a school year, he/she will not be permitted to make up work and will receive a grade of zero.
- **Out-of-School Suspension:** It is the intention of the Geneseo Board of Education and administration to administer consequences that provide alternatives to out-of-school suspension for misbehavior at school. However, in some cases of gross misconduct, an out-of-school suspension will be administered. Students who serve out-of-school suspension **must** have all make-up work and missed tests completed by the end of the second day after their return to school. It will be the STUDENT'S RESPONSIBILITY to contact fellow students for homework assignments, handouts, test assignments, etc. and to initiate contact with his or her teachers for the submission of these items. Students serving out-of-school suspension, who do not meet this time line, will not be given credit for the missed work. The office personnel will not be responsible for collecting homework for suspended students.