

Hononegah Attendance Policy

Attendance is **THE** most important factor to promote student success. We need **ALL** students here **EVERYDAY** and **ON TIME**. Parents, please avoid requesting early dismissals if at all possible, as when students leave early, they miss out on valuable instructional time. Student attendance is connected to their performance in class and their GPA. We must all work together to ensure that students are here to learn.

Attendance Reporting

A parent/legal guardian excused absence is one where the parent/legal guardian contacts the attendance office. Notification of absence needs to be given to the attendance office within 48 hours of the student's return to school by phone calls (815-624-5020), email (DAOOfficeStaff@hononegah.org) or the Skyward Family Access attendance feature.

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades 9 through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

1. **Truant:** A student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
2. **Valid Cause:** A student may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the Board, or such other circumstances that cause reasonable concern to the parent/guardian for the safety or health of the student.
3. **Chronic or Habitual Truant:** A student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.
4. **Truant Minor:** A student to whom supportive services, including prevention, diagnostic interventional and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.
5. **Dropout:** A student whose name has been removed from the District enrollment roster for any reason other than death, extended illness, graduation, or completion of a program of studies and who has not transferred to another public or private school.

Attendance Policy will be as follows unless otherwise ordered by the Regional Office of Education, the Regional Attendance Cooperative or the Court.

1. A **parent/guardian excused absence:** Is one where the parent/guardian calls or sends a note to report a student's absence through the Attendance Office. Notification of an absence is expected within 48 hours of the students returning to school. If an absence is not reported within that time, the absence is declared unexcused and a truancy violation may be issued.
 - a. **(E-PC)** Excused Parent Contact
 - b. **(P-ER)** Parent Contact-Early Release
 - c. **(T-PC)** Tardy Parent Contact

****Students that are parent/guardian excused for any part of 1-3 class periods will be considered absent for ½ day and students that are parent/guardian excused for 4 or more class periods may be considered absent for 1 day.

2. A **school verified absences** (absences with valid cause) includes:
- a. **(V-MD)** An absence verified by a doctor's note that is signed by a physician.
 - b. **(V-FE)** Immediate family emergency with written documentation from the doctor or hospital.
 - c. **(V-FN)** Deaths and funerals of friends or family with documentation from the funeral home.
 - d. **(V-RE)** Religious observation that is not available outside of school hours with documentation of the observation.
 - e. **(V-CT)** Court appointments and hearings with documentation from the court.
 - f. **(V-CV)** College visits with documentation from the college. Touring the campus on your own is not a school excused absence.
 - g. **(V-AP)** Assistant Principal discretion.
 - h. **(V-SN)** School Nurse discretion.
 - i. **(V-DA)** Discipline Attendance
 - j. **(V-MH)** Mental Health Day

****School verified absences do not count toward attendance probation.

3. An **unexcused absence** includes:
- a. **(A)** Absences that occur and no contact has been made between the parent/guardian and the attendance office.
 - b. **(U)** Absences that occur during the school day when a student is not in the proper class according to the student's schedule.
 - c. **(U-PC)** Parent/guardian excused absences that occur once a student has been placed on attendance probation. (see attendance probation definition)

Attendance Probation

The accumulation of eight (8) or more non-verified absences in a school year is considered excessive. Students with excessive absences will be placed on attendance probation. Once on attendance probation, all subsequent non-verified absences will be considered unexcused with a truancy violation administered. Students on attendance probation are not allowed to attend field trips that occur during the school day.

Consequences for Truancy

Students will have detention and/or other interventions. Failure to serve assigned Detention may result in required parent conference and possible assignment of In-school suspension or an additional Detention. Rescheduling detention is at administrator discretion. Rescheduling a Detention must be prior to the assigned date. If chronic truancy persists after support services and other resources are made available, the school and district may take further action, including: referral to the truancy officer, truancy tickets written by the School Resource Officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney, appropriate school discipline, and a parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Tardy to School

The first 5 times a student is late to school will be excused if a parent contacts school within 24 hours. Any tardy after the first five tardies will have assigned discipline even with parent contact. Students MUST sign in at the Visitor's Desk Kiosk to get a pass for class.

Tardy to Class

Students must report to class on time. The school's definition of "on-time" is having both feet in the door before the bell stops ringing. A student that is tardy to class may be written up and issued detention or other disciplinary intervention. Students that are more than 5 minutes late may receive the consequences of an unauthorized area or truancy violation.