

Parents/Guardians:

The following excerpt is taken from the Student Handbook which is distributed at the beginning of the school year to all LSHS students. The students are encouraged to share this information provided in the Handbook with their parent/guardian.

These are the district guidelines which are enforced in the Attendance Office.

If you have any questions or concerns please contact Mark Cunningham, Assistant Principal at #493-8304.

24-hour Attendance phone line is #493-8399

ATTENDANCE PROCEDURES

ATTENDANCE

We at L.S.H.S. strongly feel that daily attendance is necessary to insure the greatest success and maximum learning for each of our students. Every effort should be made to attend school each day. When absences cannot be avoided the following procedures should be followed: On those days that you are to be absent you should:

1. Have your parents call to report the need for this absence. **This call must arrive at the school before 7:00 a.m. the next morning.** This is a very important procedure. Our attendance program requires that all calls come **prior to the next day's attendance.** Any absence which is not phoned in by this time or is not for a recognized school function, will be regarded as unexcused.

This will result in the student losing credit for that day in all classes missed. Please call 493-8399 to report any absence.

2. Upon returning from an absence, each student who was excused will simply return to class. No admit will be needed. However, a student returning to school during the school day from a partial day's absence must report to the Attendance Office. Students who were unexcused must have an admit slip in order to return to class. This will be secured from the Attendance Office. Classroom teachers will not admit students who were unexcused without an admit.

3. If the absence is to run an extended length of time, the parents will continue to call every day until the Assistant Principal informs them that this is no longer needed.

4. Students who leave the building without having a parent excuse them will be assigned detentions for not following school rules.

5. Any student having 3 consecutive days absent due to illness/injury may be requested to submit a physician's note explaining the absence.

For the sake of clarification and mutual understanding, the following definitions are to be considered in effect.

1. Excused Absence - Those absences that are the result of illness, death in the immediate family, family emergency, medical appointments and pre-arranged family vacations. Students will not be excused for running errands, baby-sitting, unauthorized trips, etc.

2. Excused for School Function- Those absences necessary for school sponsored activities.

3. Early Dismissal- A student must submit a note in advance or a parent must call the school in advance. When returning to school, the student must check into the Attendance Office.

4. Pre-arranged Absences - Occasionally permission for excused absences may be arranged prior to the absence. i.e. college visits and family vacations. **LISLE SCHOOL DISTRICT #202** DISCOURAGES such absences but realizes at times that they are unavoidable. To pre-arrange for an absence, a parent or guardian must submit a note detailing the reason for the absence. The student then must secure the pre-arranged absence from the Attendance Office, complete the form and submit the completed form to the Assistant Principal for approval.

5. Unexcused Absence- An unexcused absence is any absence that does not conform to the standards of 1-4 above. The school reserves the right to decide when an absence is excused. Unexcused absences will be recorded and consequences assessed for reasons including, but not limited to the following:

a. Oversleeping.

b. Student leaves school during the school day without the parent notifying the attendance office in advance of the student's departure.

- c. Car trouble.
 - d. Staying in class A or anywhere else in the building or with any teacher when the student is supposed to be in class B without the express permission of the teacher of class B.
 - e. Being removed from class for disruptive behavior.
 - f. Reporting to class more than 5 minutes after the period begins.
 - g. Student choosing to not attend class.
 - h. Leaving the building and/or grounds without proper permission, for example, to go to lunch.
6. Tardy- A student who is not in his assigned seat by the ringing of the bell shall be considered tardy. Any student who is tardy to class by more than five (5) minutes shall be considered truant...
7. Truant or Truancy- Any absence of one period or more without the knowledge of the school or without a phone call from the parents to the Attendance Office. Students who are truant or unexcused from class may lose credit for the period of time missed.
8. Detention- A 60-minute period of time outside the student's regular day that is assigned as a punishment. **ALL DETENTIONS MUST BE SERVED BEFORE FINALS CAN BE TAKEN EACH SEMESTER.**
9. Teacher Detention- Teacher detentions are those assigned by classroom teachers and is served with the classroom teachers. These are assigned to aid in the correction of minor classroom problems. Students who are assigned teacher detention are expected to serve these on assigned dates. Students who choose not to fulfill this responsibility are then assigned to Detention Study Hall.
10. Saturday Detention- **Students** will spend 5 hours in detention (8:00 a.m. - 1:00 p.m.) under direct supervision of staff.
11. Suspension- Temporary removal from school by Superintendent, Principal, or Assistant Principal, for a period not to exceed ten (10) school days.
- A. Out-of School Suspension - the student is under the supervision of his parents and is not allowed at any school function or activity.
 - B. Hearing - Suspended students are permitted to have a formal review of their suspension. Parents wishing a formal review should contact the Principal. Prior to suspension, students will be informed of the charges and given a chance to present their explanation of the incident.
12. Expulsion- Removal from school by School Board action for a period longer than ten (10) days.