



## **Attendance**

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Illinois law requires that whoever has custody or control of any child between 6 (by September 1) and 17 years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the 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, 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.

### **Residency**

Only students who are residents of the District may attend a District school except as provided below or in state law. A student's residence is the same as the person who has legal custody of the student. It is the responsibility of school administration to initiate and follow through with student residency investigations.

### **Conditions of Entry**

- 1) Evidence that a student's residency is established within the District shall be presented at the time of registration. Such evidence shall include documents showing where the student attended school during the previous year and, in addition, may include any of the following:
  - Tax bill
  - Utility bill
  - Lease
  - Deed, Torrens certificate, Title insurance policy
  - Installment contract for a deed
- 2) If a student does not live with both parents, evidence shall be submitted at the time of registration showing that he/she resides with a parent having legal custody of him/her, with his/her legal guardian, or with another adult parent.
- 3) Students who move out of the district during the school year may complete the school term if they notify the Principal or the Assistant Principal of the new address.
- 4) A student living outside of the school district must pay tuition

### **Challenging a Student's Residence Status**

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

### **Attendance Boundaries**

The Proviso West area contains elementary districts 87 (Berkeley), 88 (Broadview), 92.5 (Westchester), and 93 (Hillside). This includes portions of Stone Park and Northlake as well as most of Bellwood.

To confirm whether you live in the Proviso West attendance area, please contact the school office at 708-449-6400 for more information.

## **Attendance Policies and Procedures**

The Board of Education expects that students will be in attendance every day. The Proviso Township High Schools are committed to working together with parents and guardians to improve student attendance and to prepare students for the world of work, college and careers. Regular school attendance and prompt arrival to class are critical in a student's achievement and success in school. Parents, guardians, and students are reminded that Article 26, Section 1, of the School Code of Illinois, requires that all children between the ages of six (6) and seventeen (17) attend school. It is the responsibility of parents and guardians to ensure their child attends classes regularly.

In order to maximize instructional time, Proviso West High School students are expected to arrive promptly to all classes. Any arrival after the beginning time of class will be counted as an unauthorized tardy except those involving very serious problems or administrative excused passes. Tardiness is unacceptable because it disrupts class, damages the moral of students who are on time, reflects a negative attitude toward school, and creates disorder in the halls. Oversleeping, family errands, babysitting, missing the bus, or car trouble are not acceptable reasons.

Students attend Proviso West High School to learn and to become well-adjusted and productive members of society. We at Proviso West have high expectations for moral and ethical behavior and this should be reflected in students' attendance practices. Authorized and unauthorized absences will be counted equally as time missed in class. Students may make up missed work for credit for authorized absence.

### **Attendance Line: Reporting and Absence**

**PWHS Attendance Line  
708-202-6301 (English) or  
708-202-6302 (Español)**

Parents/guardians should be ready to clearly and slowly provide the following information when calling:

- Student's name and ID number
- Date(s) of absence
- Reason(s) for absence
- Parent/Guardian's name, and relationship
- A daytime phone number where the parent/guardian can be reached

***Calls should be received within 24 hours of the absence***

*Note: When reporting absences, only calls from parents or legal guardians are acceptable. If a parent/legal guardian will be out of town, prior written documentation must be turned into the Attendance Office to approve a student absence.*

*\*Any parent/guardian appealing the categorization of a student absence must fill out an Attendance Appeal Form, which can be obtained and submitted in the Main Office at Proviso West High School. Appeal forms will be reviewed and decided upon by Proviso West High School administration.*

When a student will be absent, his or her parent/guardian must call the Attendance Line on the day of the absence, or obtain approval before the absence in order for the absence to be authorized. All unreported absences are considered unexcused absences. Failure to call on the day of the absence, or obtain prior approval may result in a permanent indication of unexcused absence, and student disciplinary action in accordance with District 209 attendance procedure will be followed. Parents/ guardians are responsible for reporting all-day absences, late check-ins, early releases, family trips, or other attendance information. The absence must be reported by telephone. Notes or emails will not be accepted.

If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official may call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student may be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

## **Parent/Guardian Expectations & Responsibilities**

Parents/ guardians have a major responsibility for seeing that their students attend school on a regular basis. Proviso Township High Schools are committed to forming a partnership with parents/guardians to improve student attendance and to prepare students for the world of work, college, and careers. In forming collaborative partnerships with the school, parents/guardians can promote the positive practice of responsibility and reliability in his/her student. Parents, guardians, and students are reminded that Article 26, Section 1, of the School code of Illinois, requires that all children between the ages of six (6) and seventeen (17) attend school. It is the responsibility of parents and guardians to ensure their child attends classes regularly. Parents are asked to cooperate to the fullest in seeing to it that their child attends class daily.

## **Arriving at School on Time**

It is recommended that students arrive to school early, with enough time to go to their lockers and report to their classroom on time. It is important that students leave home early enough to account for unforeseen delays, as it may take extra time to get to school. Traffic delays, trains, oversleeping, car trouble, missing the bus, and inclement weather are not valid reasons for being late to school.

## **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5 percent or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Reporting to officials under the Juvenile Court Act Referral to the State's Attorney appropriate school discipline
- A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **Truancy – Parent Liability (105 ILCS 5/26-10)**

Any person having custody or control of a child...to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C Misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$500. If a student is found to be truant, it may be required by Proviso Township High Schools for the parent/guardian of the student to accompany the student back to the school for re-admittance. Failure to do so may result in Out-of-School Suspension. Truancy tickets may also be issued by the local authorities.

## **Truancy – General Liability (105 ILCS 5/26-11)**

Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school for three (3) consecutive school days, is guilty of a Class C Misdemeanor.

## **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, situations beyond the control of the student, 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. Pre-arranged excused absences must be approved by the principal or his/her designee.

The school may require documentation explaining the reason for the student's absence.

## **Definitions – Attendance**

**Unexcused Absence** - Absent from school for reasons not recognized as excusable absences. In order to comply with School Code, District 209 reserves the right to determine if an absence is without valid cause. The following reasons are examples of absences without valid cause, thereby resulting in an unexcused status. This list is not to be considered all-inclusive:

- Family vacations/planned events
- Oversleeping
- Car trouble
- Missing the bus
- Missing one class to study for another or make-up test and quizzes
- Shopping
- Extending Prom Weekend
- Birthdays
- Job interview
- Beauty appointments (Dances)
- Ditch Days
- Babysitting

**Excused/Authorized Absence** - Any absence that can be considered a “valid cause” for absence. The following are or could be considered reasons for authorized absences:

- College Visits – Juniors and seniors are allowed two (2) days per year pre-approved by an administrator.
- Military Service
- Civic Responsibility
- Doctor/Dentist Visits
- Required Religious Observances
- Court Appointment or Documented Incarceration
- In-School or Out-of-School Suspensions
- Sent Home by the School Nurse – That day only
- Driver’s License Exam – Verification required
- Funerals – Up to seven (7) calendar days from the date of death upon proper documentation from the funeral director for the following: father, mother, sister, brother, child, grandparent, guardian, or any other relative who at the time of death was responsible for the student.
- Doctor’s Care – A doctor’s note, subject to administrative discretion, specifying the days of absence is required upon re-admittance. The doctor’s note must be for the student only and presented within five (5) days upon return.
- Other Special Circumstances – Any request made by the parent, guardian, or emancipated minor will be reviewed.

*\*It is a student’s responsibility to be prompt and attend class regularly. If a parent/guardian does not call on the date of the absence, the absence will be unauthorized.*

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

**Unexcused/ Unauthorized Tardy** - A student is tardy when he/she is not in the assigned seat or work area at the start of the tardy bell and does not have appropriate authorization excusing the tardy.

**Unexcused Period Absence/ Class Cut** - Absent from any one class for reasons not recognized as an excusable absence.

### **School Truancy – All-Day Truancy**

Students who are not in class consistently seriously jeopardize their chances for success. Truancy is very serious. Since truancy is an action chosen by the student and not an action taken by the school, make-up work will not be allowed.

### **Ditch Day**

District 209 does not support any ditch days, including “senior ditch day.” When larger numbers of students miss school, it negatively impacts the educational process in the building. Students who participate in a “ditch day” will be considered truant and issued disciplinary consequences accordingly. Medical documentation may be requested to authorize any absence.

### **Parent or Guardian Notification of Unexcused Absences**

Parents will receive notification of unexcused student absences via the automated calling system. Unless otherwise requested, phone messages will be made to the primary phone number listed in PowerSchool.

### **Absence on Day of a School Activity**

Students who are absent from school for any reason are not permitted to participate in extracurricular activities or other school sponsored events on the day of absence from school, unless they have prior permission from school administration.

### **Leaving the Building During the School Day**

*Closed Campus* - All schools in Proviso Township High Schools District 209 have a closed campus policy. Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by an authorized person. Any student violating this rule shall be subject to disciplinary action. (See "Leaving School Early – Early Dismissal" for early dismissal procedures).

### **Arriving Late to School**

In order to maximize instructional time, students are expected to arrive promptly to school. Consistent tardiness will result in a parent conference and/or other disciplinary actions. Tardiness is unacceptable because it disrupts the educational process, damages the morale of students who are on time, reflects a negative attitude toward school, and creates disorder in the halls. It is critical that students arrive at school on time.

If a student arrives late to school, it is the responsibility of the parent/guardian to inform the Attendance Office prior to the student's arrival. In the event a phone call cannot be made prior to the student's arrival, the Attendance Office must receive a call from the parent/guardian within 24 hours of the time of the late arrival. Any missed time will be considered unexcused if a parent does not call with a valid reason for the late arrival.

The following reasons as examples for arriving late will not constitute an authorized tardy. Students who arrive late due to the following reasons will be considered unexcused, resulting in an unauthorized tardy or absence:

- Oversleeping
- Family errands
- Car trouble
- Missing the bus
- Babysitting
- Inclement weather

*\*The above list is not to be considered all-inclusive. Efforts should be made to schedule medical/dental appointments outside of school hours.*

### **Leaving School Early: Early Dismissal**

To obtain an Early Dismissal, a parent/guardian call is required in the Attendance Office prior to the time of the student's departure. Parents must call the Attendance Office to explain the need for the student to have an authorized early absence. The Attendance Office will determine whether or not it is to be authorized. Early dismissals will only be categorized as authorized if the reason for absence is consistent with the definition of an "excused absence" as defined in this procedure.

*\*Efforts should be made to schedule medical/dental appointments outside of school hours.*

The following procedures must be followed in order to avoid attendance consequences:

1. Parents must report to the attendance office and show an ID when picking up their student.
2. An authorized early slip will be written and given to the student.
3. Students must present the authorized early slip to the classroom teacher when it is time to leave.
4. Prior to leaving the building, the student must present the slip to the Main Office.
5. The student will carry a duplicate slip to show permission to leave the building.
6. On the following day, the student must show the duplicate authorized slip to teachers of all classes missed the previous day.
7. Early dismissal will not be granted after 2:30 p.m.

*\*Failure to follow the required procedures will result in the absence being considered unauthorized.*

*\*For safety and security reasons, the prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school (1) at any time other than the regular dismissal times, or other times when a school is officially closed, and/or (2) to any person other than the custodial parent/ guardian.*

### **Illness During School Day: Going Home Sick**

If a student feels ill during the school day, that student must obtain a pass from his/her teacher and then meet with the school nurse. The nurse will determine if it is required that the student be sent home due to illness.

If it is determined that the student will go home, the nurse will contact the parent/guardian. The parent/guardian and the nurse will determine how the student will be transported home. The student must report to the Attendance Office prior to leaving.

All class absences on that date after a student is sent home due to illness will be considered authorized absences.

*\*Students who fail to follow this procedure will be subject to disciplinary consequences. All subsequent class absences after the student leaves the building for the day will be considered unauthorized.*

### **Returning to School Following Absence(s)**

If parents/guardians have reported the absence to the Attendance Office, students should return directly to class. In cases when a student is absent for more than three (3) consecutive days due to medical reasons, a doctor's note is required. The student must submit the doctor's notes to the Attendance Office upon return.

### **Obtaining Homework/ Make-up Work Privileges**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

All work that was due on the day of the absence must be submitted on the first day back to the class or be subject to rules governing late work that have been established by the teacher. It is the student's responsibility to schedule, with the teacher, the taking of tests and/or quizzes.

The following procedures should be followed for obtaining makeup work:

If excused tardy: It is always the responsibility of the student to obtain all missed work and assignments due to an excused tardy. Assignments must be obtained on the same school day when tardy to class. In cases where a student is not present for in-class activities, make-up work will be assigned during a time arranged by the teacher and communicated to the student. It is the student's responsibility to schedule, with the teacher, the taking of tests/quizzes.

If absent for valid cause:

- One (1) to three (3) days: Teachers may be contacted by phone or e-mail. Contact information is accessible through PowerSchool and on District 209's website. It is the student's responsibility to contact each individual teacher about their make-up assignments on the day he/she returns to school. The student must see the teacher on the first school day back from an absence.
- More than three (3) days: Homework assignments may be requested from the Counselor's Office by phone or e-mail. Counselors will contact teachers and place requests for work within 24 hours. Student and parent must allow 24 hours to obtain assignments from teachers and will need to pick up the assignments from the school. Please call to confirm that work has been obtained prior to coming to the school.

Prearranged absences: Students are expected to request which assignments will be missed from each teacher prior to the absence.

Suspended: Students will be allowed to make up missed daily work and assignments and will receive credit for all work assigned during a suspension once it is turned in to the teacher. It is the student's responsibility to contact each of his/her teachers regarding missed work.

Unexcused Absences: Students who are considered truant may not be allowed to make up missing work for full credit.

Note: Due to the content or nature of some daily work or assignments, it may not be possible for students to make-up particular assignments. Alternative assignments may be provided.

### **Extended Pre-Arranged Absences**

Prearranged absences should be completed for absences that are longer than three (3) days in length. Prearranged absences may not be considered excused absences. Students requesting pre-arranged absences are required to follow the following procedures:

1. Pick up the Pre-Arranged Absence form in the Attendance Office.
2. Fill out the form properly and completely.
3. The form must be signed by a parent/guardian.
4. Inform each of the student's teachers of the absence(s).
5. Obtain all homework that must be completed during that time.
6. The form must be signed by all of the student's teachers and the student's counselor.
7. Submit the form to the Attendance Office at least two days before the absence for approval (by Principal or his/her designee).

Instances requiring pre-arranged absent requests may include, but are not limited to the following:

- College visits
- Vacations
- Participation in non-school related activities

*\*The student has the responsibility for making prior arrangements with his or her teachers to make-up homework and tests.*

### **College Visitations**

Juniors and seniors are allowed two (2) days per year pre-approved by an administrator to make college visits. The days do not have to be taken consecutively. Students must notify the Attendance Office of these visits at least two days in advance by completing a Pre-arranged Absence form. Students must bring documentation of the visit from an official at the college/university within two business days of the absence.

### **Family Vacations**

Students are discouraged from going on vacations that require students to be absent from school. Students missing classes due to vacations are at an academic disadvantage because of missed instructional time in the classroom. Students and parents/guardians must follow pre-arranged absence procedures. A school administrator must approve the request.

*\*The student has the responsibility for making prior arrangements with his or her teachers to make-up homework and tests. Students must make arrangements with teachers to obtain all work in advance.*

### **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. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

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

### **Field Trip Attendance**

Students attending school-sponsored field trips must complete the following procedures:

1. Complete all necessary paperwork as required by the teacher
2. Submit the parental consent form (must be signed by a parent/guardian)
3. The student has the responsibility for making prior arrangements with his or her teachers to make-up homework and tests - Students must make arrangements with teachers to obtain all work in advance

Teachers are required to take attendance and submit the attendance record to the attendance office prior to leaving campus. Attendance Office personnel will classify students as FTR (Field Trip) in PowerSchool upon receipt of the attendance form. Student who are not participating in the field trip are required to attend their normally scheduled classes. Students failing to attend their classes will be considered truant.

### **Tardy Procedures**

In order to maximize instructional time, students are expected to be in their assigned seat or work area at the start of the tardy bell. Any arrival time after the tardy bell will be counted as an unauthorized tardy except those involving very serious problems or administrative excused passes. Consistent tardiness will result in a parent conference and/or other disciplinary actions. Tardiness is unacceptable because it disrupts class, damages the morale of students who are on time, reflects a negative attitude toward school, and creates disorder in the halls. Oversleeping, family errands, babysitting, missing the bus, or car trouble will not constitute an authorized tardy.

### **Parent or Guardian Notification of Student Tardies**

Parents will receive notification of student tardies via the automated calling system. Unless otherwise requested, phone messages will be made to the primary phone number listed in PowerSchool.

### **Attendance Disciplinary Consequences**

Students may be issued disciplinary consequences for being absent or tardy without valid cause.



## **Student Fees and Meal Costs**

### **School Lunch Program**

Breakfast is served every school day from 7:20 a.m. to 7:40 a.m. Lunch is served every school day according to lunch periods as indicated on the student bell schedule. All students are eligible for a free breakfast and lunch. Students are not required to complete a free or reduced lunch form to receive a lunch. Additionally, students may purchase additional a la carte items.

A student may bring a sack lunch from home.

### **Fees, Fines, and Charges**

Please refer to Board Policy regarding fees, fines, and charges.

### **Waiver of Student Fees**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

### **Eligibility Criteria**

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.