

Attendance Policy

Absences from school are excused for illness, funerals, and family emergencies. Medical appointments should be planned when school is not in session. If it is absolutely necessary to schedule a medical appointment during school hours, the student must present an appointment card or doctor's note upon returning to school. Vacations are considered unexcused absences.

Work missed due to an absence must be made up. The student must contact the teacher for the missed assignments and return the completed work within the time frame set by the teacher. Assignments for absences of three (3) or more days may be obtained through the Main Office at the request of the parent or guardian. When a parent or guardian knows their student will be absent from school, he/she should report this information by calling the Attendance Line at 630-213-5550 (press 2).

Chronic Absenteeism

Chronic Absenteeism is defined as missing 10% or more of a school year for any reason: Excused Absences, Unexcused Absences (including vacations) and Out of School Suspensions.

IL Compiled Statutes: [School Code Attendance](#)

Truancy

Truancy is being absent without permission from any scheduled class to which a student has been assigned. A truancy will result in a school consequence. Additional offenses will result in a referral to the county truant officer for additional action.

Tardies

School begins at 9:00 a.m. Students should plan to arrive by 8:50 a.m. to give themselves sufficient time to prepare for their first class. Students arriving late for school must report immediately to the Main Office. Parent verification of the tardiness must be received at that time. Tardies are run through the [HERO system](#) (login directions [here](#).) For every 3 tardies to any class during the school day, the student will receive a consequence, beginning with lunch detention.

Tardy Escalation Chart
1ST: Warning
2ND: Warning
3RD: Meeting with AP
4TH: Warning
5TH: Warning
6TH: 2 lunch detentions
7TH: Warning
8TH: Warning
9TH: 4 lunch detentions
10TH: Warning
11TH: Warning
12TH: Central Detention
13TH: Warning
14TH: Warning
15TH: Central Detention
16TH: May result in escorting to classes and/or Central Detention and ISS as assigned