

LFHS

Attendance Procedures

2017-18

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Purpose of the Review:

- Create a safe learning environment for all LFHS students
- Align attendance policy and procedures with ISBE guidelines to ensure compliance, accountability, and safety
- Preserve and continue to foster a positive and non-punitive learning environment, while also ensuring safety and responsibility for student attendance at LFHS
- Continue to identify ways to improve student learning

Daily Attendance

- A full day of attendance at LFHS is a minimum of 300 accountable minutes
- A half day of attendance at LFHS is minimum of 150 accountable minutes or more
- LFHS takes attendance by period/class and daily attendance
- All scheduled courses, including study halls, count towards daily attendance minutes

Revised Attendance Procedures

Absences from school are classified as either Permissible or Not Permissible.

A permissible absence is seen as a valid cause absence per the Illinois State Board of Education. Students who reach the maximum number of Not Permissible absences risk not receiving credit for the class and being issued a NC on their transcript.

- Students are held to 9 “Not Permissible” absences per semester, per class period
- Students who are given No Credit (NC) will have the opportunity to earn back credit by attending the class and appealing to a committee at the end of the semester.

Details

Students will be given a coded letter for each absence they incur. Absences will be considered Permissible (P) or Not Permissible (NP)

A = Absence Undetermined (pending absences..what the teacher puts in PowerSchool)

U = Unexcused Absence (cut/skipped class) (NP)

P = Parental Excusal (NP)

AD = Administrative Absence (P)

FE = Family Emergency (death/extreme illness) (P)

C = Counselor (P)

SS = Student Supports: Social Worker/Psych/Speech (P)

G = Student Support Round Tables (SSRT “Groups”) (P)

M = Medical (Doctor’s note provided, including hospitalization) (P)

CV = Onsite College Visit (P)

SI = Suspension Internal (P)

SE = Suspension External (P)

FT = Field Trip (P)

H = Homebound (P)

N = Nurse (P)

TS = Testing (P)

R = Religious Holiday (P)

I = IEP Meeting (P)

TM = Team Meeting (problem solving, 504, etc) (P)

Parental Excusal Details

Absences are classified as Permissible or Not Permissible. Students are held to 9 Not Permissible absences per semester per class period. Parental excusals count towards those 9 absences.

- If your student is sick, please know that student welfare is our primary concern. The 9 absences allowable provide time for illness that may not require a doctor's visit.
- We discourage the following reasons for calling your student out:
 - Vacations (any day missed outside of the approved school calendar)
 - Appointments that can be made outside of the school day (i.e. dentist, ortho, etc...)
 - Calling out for Study Halls or school events (i.e. pep rallies, all school walk, etc.)
- ALL time attended counts towards daily attendance.

Details (continued)

NOT PERMISSIBLE ABSENCES WILL RESULT IN THE FOLLOWING ACTIONS:

- **1st & 2nd absences per class period**
 - Progress cards sent to parent and student
 - Teacher talks with student
- **3rd and/or 4th absences per class period**
 - Progress cards sent to parent and student
 - Teacher phone call home
- **5th absence per class period**
 - Progress cards sent to parent and student
 - Meeting with student, teacher(s), dean and counselor/social worker/case manager*
 - Parent invited
 - Dean documentation of the meeting by a phone call or letter to parent
 - Dean emails teachers to update them regarding the outcomes of the meeting.

- **6th-8th absence per class period**
 - Progress cards sent to parent and student
 - Potential Saturday Detention or PLT time or before/after school tutoring time (potential options)
 - Dean contact with parent
- **9th absence per class period**
 - Potential loss of credit

Note: Student remains in the class and must stay up to date with all current class requirements. At the end of the semester a decision will be made as to whether or not the student has remediated and significantly improved attendance. Students make an appointment with the attendance committee at the end of the semester to appeal.

If the student has an IEP, the student's case manager may schedule an IEP meeting.

Attendance in Action

Attendance in Relation to “Senior Privileges” (continued)

UPDATED PROCEDURES:

- All time in school is scheduled and accounted for in order to meet daily attendance requirements and parameters. “Free periods” and unscheduled time are not authorized.
- Seniors have scheduled study halls and daily attendance is required.
- Senior study hall will be located in the Commons/Upper Commons.
- “Athletic Study halls and any associated PE credit is defined by Illinois school code. Student who are eligible for a PE waiver are required to attend study hall and have documented attendance records in order to earn credit. Students must attend study halls in order to receive credit, otherwise students will not receive credit and PE will not be waived.” - LFHS Student Handbook
- Seniors may receive an off-campus pass with parental and dean permission. Students leaving the building during lunch must scan out prior to leaving from the front commons entrance. Seniors that have a study hall adjacent to their lunch period may leave during that time period as long as they scan in and out.

What's Next

- Plan for the implementation of the procedures for the 2017-18 school-year
- Host stakeholder information meetings in August to inform the school community of the revisions
- Ensure timely and accurate attendance with LFHS faculty and staff
- Provide ongoing support and communication with all stakeholder groups regarding attendance procedure revisions
- Ensure consistency in calculating and communicating attendance to the ROE and ISBE
- Work with students and families to address identified needs that might be related to attendance concerns

Parent and Student Attendance Meetings

Location: LFHS- Rm. 109

Tuesday, August 8

Attendance Information Meetings

9:00am – 9:45am - Parents

Thursday, August 10

Attendance Information Meetings

11:00am – 11:45am - Students

Thursday, August 17

Attendance Information Meetings

10:00am – 10:45am - Students

6:00pm – 6:45pm - Parents