

## ATTENDANCE

### Yearly Requirements

Student records, including immunization and health exams, must be current. **Students will be excluded from school on October 15 if required records are not submitted, per ISBE policy.** Parents are regularly reminded by the Assistant Principal for Curriculum and Instruction.

### School Day

Saint Patrick High School schedules a 180 day academic calendar totaling over 968 hours of instruction. The school day extends from 8:00 a.m. to 2:50 p.m. The Belmont entrance door opens at 6:30 a.m. and is locked at 4:00 p.m. Visitors will be admitted after 8:10 a.m. Visitors will present their driver's license to the officer who will then scan and print out a visitor's badge. The badge will be placed in a lanyard which will be worn through the duration of the stay. Upon leaving the building the lanyard (badge) will be returned and the visitor's license will be given back.

In an effort to secure the building and supervise students after school, the main and round buildings and atrium will be locked and students will not have access to the LMC, computer labs, classroom, lockers, or main lobby after 4:00 p.m. unless previously approved by the Administration for a school function.

### Attendance Policy

Regular and punctual attendance builds and indicates growth in self-discipline, responsibility, and maturity. The Compulsory School Attendance Law in the State of Illinois requires that whoever has custody or control of any child between the ages of 7 and 17 years must send the child to a public or private day school on a regular basis. Therefore, St. Patrick students are expected to be in each of their scheduled class periods every day.

In the event of a necessary absence from school, the following procedures should be followed:

1. On each day of absence, the parent or guardian is to call the school (773-282-8844 ext. 240) between 7:00 and 9:00 a.m. to report the absence. Parents are asked to call the school within 24 hours of the absence or their student will be considered truant.
2. It is the responsibility of the student to make up any work missed due to absence.
3. Parents must call school by 9:00 a.m. to report late arrival or early dismissal.

School attendance is an academic issue; missed instructional time does affect academic performance. The progressive consequences to poor attendance are designed as interventions to correct the behavior.

Student attendance, on-time arrival and daily participation is the responsibility of the parent. Parents are encouraged to communicate to the Attendance Officer any special circumstances that may affect regular attendance.

The Dean of Students with the assistance of the Attendance Office is responsible for enacting the Attendance Policy. The Dean will make decisions on cases of excused or unexcused infractions of the policy. Saint Patrick High School will notify parents as students reach attendance limits described in this policy. Attendance reviews take place weekly.

Academic credit is issued by semester; therefore, the processes of reporting and enforcing the actions of the policy are conducted by semester. Please be alerted to the fact that students whose absences exceed 10% of total days in a semester from school may be subject to our most aggressive intervention.

### Absenteeism

All students are expected to attend school daily, from 8:00 a.m. to 2:50 p.m., during a regular schedule day.

Any student absent from school on a given day may not participate in or attend any school-related activity that day, unless approved by the administration.

Both excused and unexcused absences are accumulated and documentation of appointments, hospital illnesses, or residential admittance, etc. should be submitted when the student returns. We ask that families review the school calendar in scheduling family vacations.

1. The parent of a student who accumulates five absences (excused or unexcused) will receive a letter of notification from the Attendance Officer stating the Attendance Policy and will be contacted by the counselor.
2. The parent will get a call from the Dean of Students at absence nine. After absence ten, all subsequent absences will need to be documented as excused or the student may be withdrawn from all classes with

3. loss of credit. This may effectively result in loss of promotion if all credit deficiencies cannot be resolved in summer school.

**Certain absences do not count toward the student's absence total. These include the following:**

- **Participation in school sponsored, approved class field trips and athletic contests-** In addition, students may pre-arrange an absence to see a St. Patrick team participate in State Tournament competition.
- **Medical and dental appointments-** A doctor's note will be required when the student returns to campus.
- **Court appearance-** Date will be excused if it has been cleared prior to the absence. Documentation from the court will be required when the student returns to campus.
- **College visit -** No more than three (3) college visit experiences will be allowed during both junior and senior year with permission of the Attendance Officer. Documentation from the college/university will be required.

### Early Dismissal Procedure

Medical appointments are expected to be made outside of school hours whenever possible. However, if necessity requires the student to be absent for a reason other than illness, **please call the attendance office in advance of the appointment**. Other early dismissals (funeral, traffic court, etc.) follow the same procedure.

### Vacations

Parents are to avoid scheduling family trips or vacations that would take their son out of school for one or several days. Doing make-up work for days missed is never the same as actually being in class. These excused absences still accumulate toward the limit of nine when our most aggressive intervention may be enacted.

Parents who plan family trips or vacations during the school year must contact the Attendance Office and the student's counselor in advance of the absence. Students are also encouraged to communicate a planned absence with their teachers to discuss the necessary make-up work.

### Extended Absence

Occasionally, students may be absent for an extended period due to prolonged illness, hospitalization, family emergency, etc. Parents are to contact the student's counselor to communicate the reason for an extended absence request. The counselor will notify the Attendance Office and the respective teachers. It is the responsibility of the family to arrange for make-up work with the counselor and teachers for the extended absence period.

### All Day Truancy

Truancy means staying away from school for the entire school day without notifying the school for proper approval. Any student truant from school on a given day may not participate or attend any school-related activity that day. ***Excessive truancy may lead to significant consequences including suspension and expulsion.***

### Single Class Truancy

A student not reporting to a class during the school day will be issued an In-School Suspension. Students who are more than 10 minutes late to a class without a pass are considered truant and will be issued a In-School Suspension.

A student missing for more than 10 minutes during a class period on a bathroom pass, will be issued a full day in-school suspension. Students may be excused from class for more than 10 minutes with a pass to see the nurse, counselor, Dean, or other administrator.

### Leaving the Campus

Students are not permitted to leave the campus during the school day. Once a student arrives at school, he may not leave the school premises without the expressed permission of the Dean of Students or another administrator.

### Extracurricular Daily Eligibility

Students who miss three or more periods in a day (Block schedule) are not eligible for participation in or attendance at any extracurricular activity scheduled for that day, unless approved by the Athletic Director.

### Before School Tardiness/Truancies (1st & 5th periods)

- 1st & 5th Periods (Green & Gold days) are the official attendance periods.
- If a student is tardy to school but before **8:20 a.m.** (exception late start days), he is to report directly to his classroom after stopping at his locker. His 1st/5th period teacher will mark him with a tardy.
- Transportation or weather is not an acceptable excuse for tardiness, unless stated by the Administration.
- Students arriving late after the 20 minute mark should report directly to the Attendance Office. If more than 20 mins late to school, the student is considered truant for that period.
- Parents may excuse their student up to **THREE** times in a semester for being late to school. When a parent calls into the Attendance Office the student should report directly to the Attendance Office for an excused pass to class.

| # of 1st/5th Per. (Truancies) | Consequence                            | Student/Parent Notification       |
|-------------------------------|--|-----------------------------------|
| 1-3                           | Detention                              | Parent Notification by Attendance |
| 4                             | In-School Suspension (ISS) Full Day    | Parent Notification by Attendance |
| 5                             | Saturday Detention                     | Student/Parent Meeting w/ Dean    |
| 6                             | Student will lose CREDIT for the class | Principal letter to Parents       |

### Tardy Policy

Tardies are recorded for each period of the day.

1. A student is considered tardy if **his two feet are not in the classroom at the time class is scheduled to begin.**
2. Teachers are asked to be considerate in the case of a student reporting late from another class with appropriate notification from the teacher.
3. ***Students should report directly to their classroom when tardy to a class. Their classroom teacher will mark the student's tardiness. AT NO TIME SHOULD A STUDENT REPORT TO THE ATTENDANCE OFFICE WHEN TARDY TO A CLASS.***

### Tardy Consequences:

Tardies are counted for EACH INDIVIDUAL CLASS per semester.

| # of Tardies (Per. 2-3-4-6-7-8) | Consequence                            | Student/Parent Notification         |
|---------------------------------|--|-------------------------------------|
| 1-2                             | Warning                                | Student Notification                |
| 3-4                             | After School Detention                 | Parent Notification by Teacher      |
| 5                               | In-School Suspension (ISS) Full Day    | Student/Parent Notification by Dean |
| 6                               | Saturday Detention                     | Student/Parent Notification by Dean |
| 7                               | Out of School Suspension               | Student/Parent Meeting w/ Dean      |
| 8                               | Student will lose CREDIT for the class | Principal letter to Parents         |

### Missing Classwork from an Absence

It is the responsibility of each student to find out what he has missed because of an absence. In turn, each teacher has the responsibility to set reasonable deadlines for the completion of the work. While everyone is expected to make up assignments missed because of an absence, credit will be given for work done only by students with excused absences.

If a student will be gone for a school sponsored event, it is the responsibility of the student to make arrangements with the teacher to determine a reasonable time accommodation.