

## ATTENDANCE POLICY

The school calendar is provided in advance with all major dates and activities. Family business, vacation plans, personal leaves, etc. should not interfere with school time. Fenwick High School strongly discourages families from taking a student out of school for family trips or vacations.

### Reporting an absence:

Each day of an absence, late arrival or early dismissal, a parent or guardian must call the school (708-386-0127 x 341) before 8:45 a.m. to report the absence and give the following information ***(this also includes any absence from eLearning)***:

- Student's full name
- Parent/Guardian's full name
- A specific and fully stated reason
- Parent/Guardian daytime phone number

If a phone call is not received with a specific reason why by the end of the day on which the student is absent, the absence will be considered unexcused. The absence cannot be excused on a later day. The Dean of Students determines the status of an absence (excused, unexcused or truant). **Student attendance records can be seen in Blackbaud and should be reviewed regularly.**

### Returning from an Absence:

When a student returns from any absence requiring documentation in order to be excused, all supporting documents must be turned into Student Services the day they are returning from an absence. The status of the student will be updated in Blackbaud for teachers and parents. If supporting documentation can be emailed please send them to [mnash@fenwickfriars.com](mailto:mnash@fenwickfriars.com) and then students will not need to report to student services.

### Types of Absences:

Students are expected to be in class daily and to be on time for every class. Absences will be classified by excused or unexcused. Students are responsible for obtaining missed class content and homework for excused absences. An absence due to truancy, out-of-school suspension or dismissal from class for disciplinary reasons is unexcused. In these cases the teacher is not obligated to assist the pupil in making up the assignment work, tests or laboratory experiments that have been missed. The student may not receive credit for any work missed during these times and may not participate in extracurricular activities.

The following are acceptable reasons for excused absences:

- Illness (up to three days per quarter, Doctor's note will be required beyond that)
- Medical appointments (Doctor's note must be turned in)
- Funerals
- College Visits (Advanced Absence Approval from Fenwick is required)
- Court (Paperwork must be brought in)

Fenwick High School reserves the right to review the academic status of a student and/or drop a student from a class if they have been absent for more than nine days per semester regardless of the status of the absences. The Dean of Students, the Student's Counselor and/or the Principal will review extenuating circumstances, with all cases subject to review by the Attendance Review Board.

Truancy is an intentional unauthorized/unexcused absence from school and will result in the same consequences as an unexcused absence plus the following:

- 1<sup>st</sup> offense            10 demerits
- 2<sup>nd</sup> offense            10 & Disciplinary Probation

Absence from an Individual Class: All absences from an individual class will be treated as a cut class unless the student has obtained permission from that teacher in advance to miss the class. In the case of an illness during the class or before the start of class, the student will need to get permission to go to Student Services to obtain a pass to the nurse. Following consequences will also result from cutting class(es):

Cut 1 class:

- 1<sup>st</sup> offense            3 demerits
- 2<sup>nd</sup> offense            5 demerits
- 3<sup>rd</sup> offense            10 demerits & Disciplinary Probation
- 4<sup>th</sup> offense            Discipline Board
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Cut multiple classes:

- 1<sup>st</sup> offense            5 demerits
- 2<sup>nd</sup> offense            10 demerits & Disciplinary Probation
- 3<sup>rd</sup> offense            Discipline Board

### **Tardies to School:**

Students who are tardy to school/1st period must obtain a tardy pass. Failure to do so will result in a demerit. When a student arrives late to school and the building is locked down, they are to obtain a Tardy slip from the main office and report directly to their class. If a student was in the building but did not report to 1st period on time, they must report directly to Student Services to obtain a Tardy slip. Since the student is allowed 4 tardies per semester without consequences, there are no excused tardies for eventualities such as car problems, traffic or other personal difficulties. See the table below for consequences:

<u>Number of Tardies</u>	<u>Consequences</u>
4 <sup>th</sup>	Email to parent
5 <sup>th</sup> , 6 <sup>th</sup> , & 7 <sup>th</sup>	Demerit per tardy
8 <sup>th</sup>	3 demerits
9 <sup>th</sup> , 10 <sup>th</sup> , & 11 <sup>th</sup>	1 demerit per tardy
12 or more	3 demerits per tardy (An email will be sent for 12 <sup>th</sup> tardy)

### Tardies to Class

Tardies to individual classes will be supervised by the classroom teacher, except for 1<sup>st</sup> period since it is the start of school. If a student is more than 10 minutes late to a class without a pass it will be considered a cut class and the consequences from a cut class will be enforced. Teachers will issue a referral which would result in a demerit for every tardy to class and apply any other consequences based on the teacher's classroom policies as stated.

### Attendance Guidelines for Athletics & Clubs

Students involved in athletics, clubs and/or organizations cannot practice, participate or compete in those activities/contests unless present for 75% of their scheduled school day on the day of the activity. If an activity/contest is held on a Saturday or Sunday, the student must be present for 75% of their scheduled school day on Friday. Students leaving the building sick, suspended or caught cutting class may not participate, practice or compete in any activities that day either.

1. If an absence during the day is due to a doctor or dentist visit, a note must be presented clearing the student to participate for that day: no exceptions.
2. If an athlete is absent from school because of illness, the athlete may not participate in a practice or a contest.
3. If an athlete leaves school because of illness during the day of a contest, the athlete will not be eligible to participate in a practice or a contest.
4. If an athlete is absent from school for reasons other than illness, the decision of eligibility will be left to the discretion of the Athletic Director or Principal.

All activities should end early enough for students to arrive home before the Oak Park curfew (Sunday–Thursday, 11 p.m. and Friday–Saturday, midnight).

### Advanced Absences

In the case of a planned absence due to family necessity including college visits obtain an approved Advanced Absence. The parent/guardian must email Mrs. Ieremia with detailed information regarding the absence at least one week in advance. The student must then email all their teachers to make arrangements for make-up work/assessments. These actions will be expected if the student is to have make-up privileges for tests and assignments that might be missed.

### Attendance Review Board

Any student with an excessive amount of absences, which would be a number of absences equal to or more than 10% of the total day in session, may be subject to an Attendance Review Board hearing and/or lose credit for the semester.

### Student Support Board

Our mission as part of Fenwick High School's Student Services Department is to provide effective and efficient intervention for our students that have been identified as needing academic support due to illness or needing support due to the danger of not being successful, academically, and for whom the possibility of failing exists. We strive to work with families and the school community to keep students succeeding on their own accord and to their best ability.

*The SSB may consist of the Assistant Principal(s), Director of Student Services, the Learning Resource Coordinator, Counselor, both Deans, the Social Worker, and the Nurse. This board will convene after the Attendance Review Board has established that a student's poor attendance is due to a severe health issue affecting attendance. The board may also convene when it is evident that a student is not meeting their potential academically and intervention of the team is needed or requested by the student counselor. Both of these processes may require documentation to move forward.*

### Attendance Eligibility for Exemption Consideration of Semester Exams

Any student desiring to be considered for exemption on their semester exams must have 90% attendance during that semester. This includes all absences except those associated with Fenwick such as scholarship meetings, excused Fenwick athletic events, and/or Fenwick class field trips. It is an earned privilege to be exempted from an exam. If a student's absences are not one of the previously mentioned reasons, then they will count towards the 10%. If the student doesn't meet the minimum attendance requirement **and** the minimum grade requirement, they **will not** be exempted from any semester finals.

### Procedures to Note

1. Any student who is absent for class an excessive number of times in a semester may be dropped from that class and no credit will be given for the course, with all cases subject to review by the ARB.
2. The State of Illinois places legal responsibility for school attendance upon the parent(s) and/or guardian(s). Fenwick High School considers a student who is absent without consent of parent(s) or guardian(s) and the school, to be truant. Truancy will be dealt with severely and may result in suspension with a view to expulsion.
3. An absence due to truancy, out of school suspension or dismissal from class for disciplinary reasons shall also be deemed to be an Unexcused Absence. In these cases, the teacher is not obligated to assist the pupil in making up the assigned work, tests or laboratory experiments that have been missed. The student may not receive credit for any work missed during these times and may not participate in extracurricular activities.
4. Doctor and dental appointments should be made for Saturdays, holidays or after school hours. Appointments made during school hours will be considered an unexcused absence if a doctor's note is not presented upon return. Students who must miss the entire day, arrive late, or leave school early on a particular day are to have their parent(s) or guardian(s) call Student Services and leave a message with the Attendance line (EXT 341). This includes if the student returns to school from a same day appointment.
5. When there is severe inclement weather, check the Fenwick website at [fenwickfriars.com](http://fenwickfriars.com), or the Emergency Closing Center website at [emergencyclosings.com](http://emergencyclosings.com). Other options include tuning in to AM Radio (720 WGN, or 780 WBBM), FM radio (94.7), T.V. (Fox 32, CBS 2, ABC 7, WGN 9, or NBC 5), or calling the Emergency Center Closing Center Hotline at 1-312-222-SNOW.

### Foreign or Domestic Travel

Fenwick High School sponsors several foreign and domestic travel tours, including some that may occur as athletic team commitments. Each student is expected to behave in the same manner he/she would at any school activity. The underlying reason for any activity in which our students are engaged is to enhance their total educational experience. No student shall be permitted to partake in any off-campus overnight/extended trip or field trip unless he/she and his/her parent or guardian have read together the distributed policies and have signed, agreeing that the student will comply with those provisions.

## Vacations

Fenwick High School strongly discourages absence caused by student's vacationing and traveling. We urge parents to give serious consideration to the consequences of such absences. Vacations and/or extended travel should be planned during established holiday and seasonal breaks when school is not in session. Parents and students should understand that excessive absences, whether excused or unexcused, will drastically affect the student's grades. **Vacation absences will be unexcused.** **COVID UPDATE:** We will be following IDPH and CDC guidelines regarding any need to quarantine after traveling.