Attendance Office

Regulations and Procedures – updated for 2018-2019

1. **Student absences**
   a. According to the CPS policy, a student’s absence is marked as **UNEXCUSED** when they are not in school and not attached to a school-based function. A student does not receive an **EXCUSED** absence until he/she returns with a **signed note** that aligns with the Valid Reasons for Absence.
      i. Board approved valid causes for a student absence from school being deemed and recorded as an excused absence are:
         ii. Student’s illness
         iii. Observance of a religious holiday
         iv. Death in the immediate family
         v. Family emergency
         vi. Circumstances which cause reasonable concern to the parent/guardian for child’s safety or health as approved by the principal
         vii. Other situations beyond the control of the student as determined by the principal or a designee
   b. Please note that family vacations, students’ job responsibilities, etc. are NOT approved valid causes for student absence.
   c. Excuse note must be written by student’s parent or guardian and include the following:
      i. Student’s full name and division
      ii. Reason for absence
      iii. Parent’s signature and printed full name
      iv. Parent’s daytime phone number
   d. Students are expected to bring excuse notes to the Attendance Office (room 128) on the day when they return to school. Students who bring notes late may be subject to being assigned a detention. Each absence lasting 1-3 days has to be excused with a separate note.
   e. Only hard copies of signed parental notes are recognized by the Board as a way of excusing students’ absences. Phone calls or electronic correspondence are not accepted.
   f. In case of student’s absence exceeding 3 days, parents are asked to call the Attendance Director, Ms. Overom at 773 534 7500, option 2.

2. **Early dismissals**
   a. It is mandated by the District policy that students under 18 years of age can leave the school only when picked up by a parent or guardian. Students will not be dismissed if parent or guardian does not arrive to pick them up.
   b. Parents have to enter the school building and sign the student out in the Main Office or in the Attendance Office (report to the Main Office first).
   c. For students 18 and older leaving for doctor/dentist appointments, parents will be called and doctor’s note will have to be turned in on the following day to the Attendance Office.
3. **Late arrivals**
   a. Students and parents are encouraged to do whatever possible to arrive at school on time. CPS rules do not recognize “excused tardy.” Students arriving late due to traffic, etc. but within the first class period need to report straight to class. They will be marked “tardy.” They will be assigned a detention for a second and consecutive tardy within a quarter.
   b. Students arriving after the first period has ended need to report to the Attendance Office. An excuse note needs to be provided either on the same day or the following day.

4. **College visits**
   a. Students planning on visiting colleges must report that to their counselors prior to the college visit. Students are expected to provide a proof of the planned visit to the counselor. The counselor will verify the college visit and inform the Attendance Office.

5. **Class cuts**
   a. A student with an unexcused absence from a class is deemed as having “cut.” Detentions, Saturday school, and In School Suspension will be assigned to students with unexcused absences.
   b. Students are expected to check Student Portal at least once a week and address unexcused absences.
      i. If there is an error, students need to speak to the teacher who marked them absent. They need to speak to the teacher of record if a substitute teacher marked them absent by mistake. The teacher will notify Ms. Overom, if a mistake was made.
      ii. Students need to talk to counselor, nurse, social worker or any other staff member if they are aware of any other reason of student’s missing a class.
   c. Under no circumstances absences in the middle or at the end of the school day can be excused by the parental note, unless the early dismissal was obtained in the Main Office or in the Attendance Office and recorded in Early Dismissal log.
      i. Students’ leaving the school without authorization of the Attendance Office will receive a detention.
      ii. In emergencies, students who are in the building but not attending class and not officially signed out by a faculty member need to report to the Counseling Office, school Nurse, or the Attendance Office.

6. **Senior students** will be required to have a cumulative attendance rate of 95% or higher during their senior year in order to be eligible for participating in following senior activities:
   a. Senior luncheon
   b. Prom
   c. Graduation ceremony
   d. Official attendance rate will be reported to senior students every 5 weeks. The following will be exempt from affecting student’s attendance rate for this purpose:
      i. Hospital stays or prolonged absences due to health reasons, documented a with doctor's note.
      ii. College visits verified by a school counselor.
      iii. Approved school function activities