

# Attendance Office

24 Hour Message Line Phone Number: 224-765-2020

Fax Number 224-765-2703

Email: [HPHSAttendance@dist113.org](mailto:HPHSAttendance@dist113.org)

Location : A-125

## Administrative Assistants for Attendance

Dacia Martinez

224-765-2028

Email: [dmartinez@dist113.org](mailto:dmartinez@dist113.org)

Maria Lugo

224-765-2024

Email:

[mlugo@dist113.org](mailto:mlugo@dist113.org)

## Attendance & Deans' Office Hours

Giant Days

**7:45am-3:30pm**

Blue Days

**9:00am-3:30pm**

White Days

**7:45am-3:30pm**

**Location A-125**

Dear parent/guardian,

The Attendance Office must receive a parent/guardian call to authorize a student's absence no matter their age. This call must be received by midnight on the day of the absence.

Parents or guardians are responsible for informing the Attendance Office when their daughters or sons are absent. Students 17 years of age or younger are within the Illinois compulsory school age and are mandated to attend school. Students who are 17 years of age or above and enrolled in the District are also mandated to attend school and are expected to be on time to each assigned period and ready to work when the class begins. While the importance of regular and sustained attendance is recognized, the Board of Education understands there will be times students are absent for valid cause. Township High School District 113 Board of Education defines absences with valid cause as the following:

1. Student illness,
2. Necessary medical appointments,
3. School related absences (e.g., field trips, college visits, participating in school activities and athletic competitions)
4. Observance of a religious holiday,
5. Death in the immediate family,
6. Family emergencies,
7. Reasonable concern on the part of the parent for the health or safety of their child,
8. and/or other situation beyond control of the student as determined by a School administrator.

Parents are expected to report and provide a reason for all absences to the high school attendance office the day their child is absent from school. Medical documentation may be required for multiple successive absences and/or excessive absences due to illness or medical condition.

**Note: We do NOT interrupt classes to remove students from class for early dismissal.**

Attendance Policy (Page 18 of Student Handbook)

## Phone Instructions

In order for a full or partial day absence to be authorized, we must receive a voicemail from a parent or guardian. *Students are required to check in and out with the Attendance Office for an absence to be authorized. The student must pick up a pass to leave early or check in upon late arrival at the Attendance Office A125.* When leaving early, students need to present their pass to the security desk located at the H or Main Entrance

Please Indicate

- 
1. The students first and last name,
  2. ID number, and your relationship to the student,
  3. A telephone number where we can reach you
  4. The reason for the absence.

## Full day absence

Parents can call the high school between the hours of 7:30 a.m. and 4:00 p.m. at: (224)-765-2020 after 4:00 p.m. and on weekends parents may leave a message on the attendance office voicemail. If a telephone call is *not received by midnight* the day of the absence, *the absence will not be authorized*. You can also leave a message at any time in advance to prearrange an absence.

## Tardy

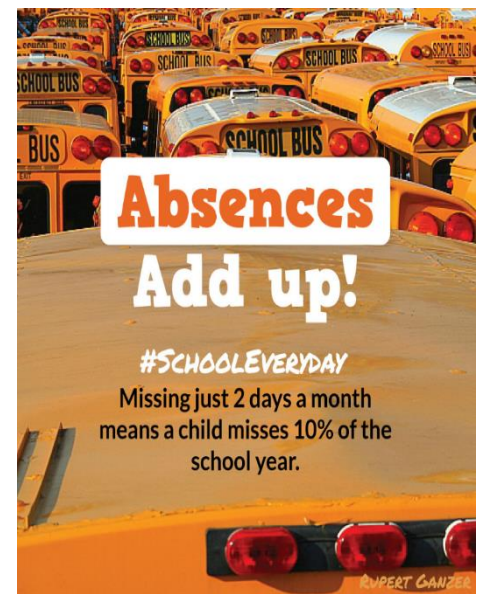
Students are considered tardy if they are not in their assigned area and ready to start work when class begins. Teachers will establish their class tardy policies, clearly communicate them to students, and monitor students being in class on time. Teachers may assign consequences within the framework of their classroom policies. Teachers may also send a Deans' referral. Upon receipt of a referral, the Deans will assign consequences beginning with a resource period detention. Parents or guardians are responsible for informing the attendance office when their daughters or sons are tardy to excuse the absence. Students need to check in at the attendance office upon their arrival or the tardy will not be excused. A student presenting a valid pass is not considered unexcused.

## Partial absence

If a student must leave school for an appointment of any kind the attendance office must be notified of the time of departure and the anticipated time of return by a parent or guardian. *Students leaving for appointments must pick up a pass in the Attendance Office AND check out with an attendant at the H or Main Entrance in order for their absence to be authorized. Students returning from appointments must also check back in with the security attendant where they signed out in order for their absence to be authorized. If the student is not returning to school the Attendance Office must receive a phone call from a parent/guardian, or the absence will remain unauthorized.*

**Note: Students may not be called out for a class period and remain at school. If the student does not attend class the absence will be considered unauthorized.**

Students who have an early release from school are expected to leave the building promptly at the time they have been called out. If the school day schedule has been modified for an



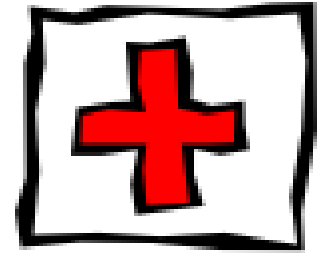
*Please note that voicemail is checked frequently throughout the school day. Should your issue require a return phone call, please let us know and we will return your call as soon as we can.*

***Messages/Deliveries to Students:***

*Please note that during the school day the Attendance office cannot accept nor deliver personal messages to students.*

assembly, for example, it is the student's responsibility to remain in all of his or her classes until they are scheduled to end.

## If a student feels ill



A student who becomes ill at school must report to the Health Service Office. The Health Service Office will:

- Note the time of arrival and departure of the student to authorize any class absences.
- Determine whether appropriate care should be provided in the office, at home or at the hospital.
- Help the student make arrangements to get home if that is the best course of action.
- If a student becomes ill and leaves school, it is expected the student will stay home for the remainder of the day.

Students who become ill and leave school without seeing the nurse will be marked unauthorized for any classes they miss. If a student begins the day ill, and later feels better and decides to come to school, the student must check in at the Attendance Office before going to class.

## Emergency and non-health related

If a student has an emergency which is not health related and intends to leave the school, the student should report to the Attendance Office and see one of the Deans prior to leaving school.

## 5 minute pass to Senior Lot

Students parked in the Senior Lot who need to retrieve something from their car may get a 5 minute pass in A-125 during a free period. If the student has a scheduled class, the Attendance Office needs a pass from the teacher stating permission to miss class time. Students must sign-out and sign-in in with security at the H entrance.

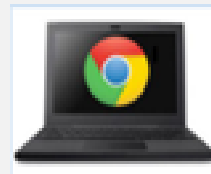
## Lost or Stolen Articles

The lost and found is maintained in the Attendance Office (A-125). The locker room attendant usually holds articles found in the gyms or locker rooms. Items found in the building should be turned in to the Deans' Office. Please be selective about the articles that you bring to school. Highland Park High School is not responsible for anything that is stolen while at school. Expensive items such as jewelry, iPods and leather coats are common items that are lost or stolen. Please label all items. If an item is missing, please fill out a "Lost or Stolen Articles" form so that it may be on file with the Deans' office.

## Reminders for students:

- 1) Highland Park High School does not have an open campus. Students may not leave the school premises without a pass (unless they have completed their schedule for the day). Always make sure a parent/ guardian calls, e-mails or writes a note – WRITTEN AND SIGNED BY THE PARENT/GUARDIAN-to excuse the absence. Students must pick up a PERMISSON TO LEAVE CAMPUS pass in A 125 from either Mrs. Lugo or Mrs. Martinez. The pass can be picked up in the morning before school or during a free period. When it is time to leave and if you are in a class, show the pass to your teacher, BUT KEEP THE PASS in order to check out. Please remember when it is time for you to leave.
- 2) Bring the pass either to the Main Entrance Desk OR the H Entrance Desk. Hand the pass to the staff member and sign out in the Student Sign In/Out Book. You may ONLY enter and exit from the Main or H Entrances.
- 3) If you are returning to school, make sure you stop at the desk where you signed out and sign back in. YOU DO NOT NEED TO GO BACK TO THE ATTENDANCE OFFICE. If a pass is needed, they will be able to provide one for you.

## Chrome Book



If your Chrome Book is lost or stolen please stop by the Dean's office. If you need a loaner/replacement contact the technology department extension 2351 or stop by their office E-103

## Graphing Calculator



If lost your graphing calculator please stop by the math office room A-209

- 4) If you were called out of classes in the morning, when you first arrive to school, GO DIRECTLY TO A-125/ATTENDANCE OFFICE BEFORE GOING TO CLASS OR YOUR ABSENCE WILL NOT BE EXCUSED. After you check in, you will get an authorized pass to class.  
**Oversleeping or alarms not ringing on time are not excused absences!**
- 5) Please be aware that if your schedule ends prior to the end of the school day (for example you have 9<sup>th</sup> period free) once you leave the school premises, you may not return for sports, activities, etc. until the school day is over.
- 6) Students who leave campus without permission will be subject to a search of their person and their belongings and assigned a six-hour detention Saturday detention on the first instance, and assigned in-school alternative setting for subsequent infractions.

**Once called out, you MUST leave the school premises. Being called out in order to study, do homework, take a test, or meet with a teacher during a class period is not an authorized absence even if a parent/guardian calls the attendance office to excuse the absence.**

## If you are marked absent by mistake

### By your classroom teacher

If a student has been marked absent by his or her teacher and believes this is an error, it is the students' responsibility to make contact with his or her teacher. The teacher will then advise the Attendance Office to update the attendance record. The Attendance Office cannot excuse a student marked absent by a teacher without confirmation from the teacher that there was an error.

### By a substitute teacher

If a student indicates a substitute teacher has marked him or her absent in error, the student must make contact with the classroom teacher who can advise the Attendance Office to update their attendance record. Even in instances when a student has had a substitute teacher, most often, the regular classroom teacher is able to determine if a student was in class based upon work completed or turned in and/or by the observations of other students or other staff who were in attendance.

Please check your attendance record periodically by logging in to your Infinite Campus student portal account.

## Daily Phone and Email Notification from Infinite Campus

This year we will continue the automated phone-out and e-mail notification for daily absences. Each day any student who has not been marked excused by the end of the day will receive a phone call and an e-mail notifying the parent that the absence has occurred. Parents may not opt out of these phone calls. Each parent/guardian whose e-mail is on file with Highland Park High School will receive an e-mail of the absence. Please do not respond to the e-mail to excuse the absence. To excuse the absence, please call or email the attendance office [HPHSAAttendance@dist113.org](mailto:HPHSAAttendance@dist113.org) Please include Name of Student, ID Number, Day of Absence and Reason.

## Technology Campus Attendance Guidelines

Regular attendance and promptness is vital to success at the Technology Campus. Students are expected to be in attendance every day the Technology Campus is in session. On days Highland Park High School is not in attendance, but the Technology Campus is, bus transportation will be provided for technology campus students. Students who miss their assigned bus to Technology Campus must immediately notify Mrs. Burnetti in room E-105. If permission is granted for the student to obtain other transportation to attend Technology Campus classes Mrs. Burnetti will communicate that information to the Technology Campus liaison. Students who do not follow this procedure will remain unexcused for the day.

Students serving in-school or out of school suspension(s), at any time during the academic year, are ineligible to attend the Tech Campus for the duration of the suspension. Students who are feeling ill are strongly encouraged to seek medical assistance at Health Services before leaving for their Technology Campus session.

Parents/guardians are expected to report and provide a reason for all absences to the Highland Park High School attendance office and the Technology Campus attendance office the day their child is absent from school. The Technology Campus attendance phone number is (847) 543-6024.

