

ATTENDANCE REGULATIONS

PARENTAL RESPONSIBILITY

All students are expected to attend classes daily and on time. Absence from school or from class is the greatest single cause of poor achievement in school. The basic responsibility for the regular attendance of the student lies with the student and parent. The State Compulsory Attendance Law specifically states that the parent is obligated to see that the child is in school.

The CPS letter to parents which explains parental responsibility is included in the Quick Start materials packet. This letter must be signed by the parent and student and submitted during our Quick Start process.

ATTENDANCE EXPECTATIONS

Students are expected to maintain a 95% attendance rate, however, a minimum of 92.5% attendance must be maintained in order to participate in school events (dances, International Days, Prom, etc.). Students are expected to check their attendance weekly to prevent the loss of privileges. SERIOUS ILLNESS OR OTHER EXTENUATING CIRCUMSTANCES WILL BE DEALT WITH ON A CASE-BY-CASE BASIS. Students should see the attendance advocates in the main office to discuss specific situations.

Thresholds and Cutoffs for Participation	Event
Students must complete the required service learning projects dependent on their grade level.	All Events
Students must avoid inappropriate behavior that leads to suspension. A level 4, 5, or 6 misbehavior (per Student Code of Conduct) will make a student ineligible to participate in school events.	All Events
By October 3, 2025 , students who have not exceeded the following criteria may apply for a ticket: • 9 demerits • 2 total absences (excused and/or unexcused) • 5 total tardies to periods 2-8 By date of the event: • Any combination of 5 total tardies or cuts to period 1	Homecoming
All non-chronically absent students—those with fewer than 18 or more absences during the 25-26 school year—will be given priority to purchase tickets for Homecoming in SY26-27	Homecoming Next Year (26-27)
By October 3, 2025 , seniors who have not exceeded the following criteria may apply for a ticket: • 9 demerits • 2 total absences (excused and/or unexcused) • 5 total tardies to periods 2-8 By date of the event: • Any combination of 5 total tardies or cuts to period 1	Oktoberfest
By February 6, 2026 , students who have not exceeded the following criteria may participate: • 14 demerits • 8 total absences (excused and/or unexcused) • 15 total tardies to periods 2-8	I-Days

By date of the event: Any combination of 15 total tardies or cuts to period 1	
By April 10, 2026 , students who have not exceeded the following criteria may apply for a ticket: 19 demerits 10 total absences (excused and/or unexcused) 25 total tardies to periods 2-8 By date of the event: - Any combination of 25 total tardies or cuts to period 1	Grad Night/Prom

*Absences for students on the approved College Visit list, or absences due to religious holidays, or mental health days (5) will **NOT** count against event eligibility.

Tardies to 1st period **WILL result in demerits and WILL count toward event eligibility. See above for criteria.

ATTENDANCE & DEMERITS

Action	Aspen Code	Demerits
1 Full Day Unexcused Absence	A 1.0 percent absent	4 demerits
.5 Day Unexcused Absence	A HD .5 percent absent	2 demerits
Tardy to class (any period)	T	1 demerit
Class Cuts (any period)	A	1 demerit

Consequences for Cuts + Tardies

Action	Consequence
Class Cut	Detention
Repeated Class Cuts	Saturday Academy; Parent Conference
Chronic Class Cutting	Loss of off-campus lunch privilege; parent conference
Frequent Tardies to Class	Detention
Chronic Tardiness	Saturday Academy; parent conference; Loss of off-campus lunch privilege; parent conference

Attendance and Demerit Removal Incentives

Goal	Frequency	Incentive
97% Attendance Rate (including excused and unexcused absences combined)	Every quarter	ALL demerits removed
95% Attendance Rate (including excused and unexcused absences combined)	Every quarter	HALF of demerits removed

92.5% Attendance Rate (including excused and unexcused absences combined)	Every quarter	4 demerits removed
Weekly Goal Setting Students may set a goal for a future week of perfect attendance — no tardies, absences, or cuts — which will result in 4 demerits removed if criteria are met. (via google form)	Every week	4 demerits removed
Less than 3 total absences excused AND unexcused	February 6, 2026	Automatic I-Day Eligibility
Less than 5 total absences excused AND unexcused	April 10, 2026	Automatic Prom Eligibility

REPORTING AN ABSENCE

REPORTING AN ABSENCE(S): To report a full day absence and/or late arrival, please choose one of the following:

1. Excuse an absence through Parent Portal (please visit the [LT Attendance Page](#)) ****Full Day Absences Only****
2. Submit an absence note in the main office or submit via the absence note link (please reference LT attendance page)
3. Call the attendance office (773-534-5410) before 9:30am the day of the absence(s) and leave a detailed voicemail with the student's name, ID#, and reason for the absence.
4. If a student does not return to school and an absence note has not been uploaded, , the absence will be counted as "unexcused".

****Notes written on anything other than the Lant Tech absence note template will not be accepted.** Students needing an early dismissal will not be allowed to leave on their own, even if they are 18 years of age, or even if they drove themselves. A parent or legal guardian must pick them up.

ATTENDANCE CODES:

P: Present

A: Absent Unexcused Full Day

A-E: Absent Excused Full Day

AHD: Absent Unexcused Half Day

AEHD: Absent Excused Half Day

SF: School Function | Same as 'P' but indicates that a student is attending a school event, school meeting with a school staff member.

T: Tardy

TARDY TO SCHOOL

Students must be in class by the beginning of the period. If a student's tardiness to school/class results in missing an entire class period, that absence is considered a cut. Students should report immediately to their respective period when arriving late to school. If a student's tardiness to school results in missing an entire class period, that absence is considered unexcused. If a student is absent from any class for an excused reason, a parent note must be provided to the attendance office the day the student returns to school. Students tardy to any period will result in half a demerit per period.

Note: Students must be in class by the start of the first period bell. Repeated tardiness to school will result in disciplinary Action.

CUTTING CLASS

Students who cut class(es) and are marked absent (A) will be given one demerit per cut. This will be in addition to the current demerit policy of tardies to school and includes cuts to advisory. Absence (A) to any period on an Advisory day will result in a half-day (HD) absence due to the instructional minute requirement per ISBE guidelines.

TARDY TO CLASS

Students are expected to be in their classrooms ready to work when the bell signals the beginning of each period. In order to be successful in this endeavor, proper planning and preparation is essential. Students who are tardy to class will be admitted and progressively disciplined by the class teacher and school.

EXCUSAL FROM CLASS FOR SCHOOL ACTIVITY

Students who are excused from one or more classes to participate in an activity (field trip, assembly, concert, etc.) must secure the PERMISSION OF THE TEACHER(S) of the class(es) to be missed PRIOR to the event. Official forms or tickets of admission must be signed by the classroom teacher. A parent must sign a permit allowing the student to participate in an off-campus activity.

A teacher may refuse to allow a student to be absent from his or her class. No teacher has the right to excuse a student from another teacher's class. The student must have the direct approval of every teacher whose class he or she will miss. If the student does not receive the teacher's written excuse PRIOR to the missed class, the absence will be considered a "cut."

EARLY DISMISSAL

In order to have an early dismissal absence excused, all students must have a parent or guardian pick them up from school and sign them out at Door M. Students are allowed to receive an ED per CPS guidelines.

- Early Dismissals are only for illness and extreme emergencies.
- Any adult picking up a student for early dismissal must present a valid ID. Please note that **emergency contacts cannot be added on the same day as the early dismissal**—the individual must already be listed on the student's emergency contact list.
- If the student drives to school, parent pick-up is still required.
- Parent(s)/legal guardian(s) need to pick student(s) up, exceptions will not be made and if the student(s) leave, they will be marked as absent unexcused.

An early dismissal that results in a student having less than 300 minutes of instruction on a regular attendance day results in the student having a half day (HD) (less than 300 but at least 150 minutes of instructions) or full-day of absence (less than 150 of instruction).

PERSONAL AND SCHOOL PROPERTY

Students are responsible for maintaining their personal items, as well as those items provided to them by the Chicago Public Schools (books, uniforms, instruments, etc.). Students should report any lost, stolen, or damaged property to the Discipline Office and file a police report with the Chicago Police Department when appropriate. Students are responsible for the full replacement value of any lost, damaged, or stolen items. Lane Tech is not responsible for any student's lost, damaged, or stolen personal property.

BIKING REGULATIONS

Student bikes are to be parked in the designated area outside of Door M on the north end of the parking lot. Bikes should not be parked anywhere else on the Lane Tech Campus. All bikes should be locked. Lane Tech will not be held responsible for any damage, theft, or vandalism that occurs to any bicycle on campus before, during, or after school hours.

GUIDELINES FOR STUDENT BEHAVIOR

STUDENT MISCONDUCT

All students should familiarize themselves with the Chicago Public Schools Student Code of Conduct. The student who commits an act of misconduct not listed in the Student Code of Conduct is subject to the discretionary authority of the classroom teacher and the principal or designee. All students receive a copy of the Student Code of Conduct at the start of the school year.

In reviewing the Chicago Board of Education's Student Code of Conduct, parents and students should pay particular attention to Sections 5 and 6 and its corresponding infractions. Please note that students who violate any of these infractions face mandatory expulsion proceedings.

POLICY ON SCHOOL BEHAVIOR

Students' conduct in school should demonstrate self-control and respect for classmates and school staff. Each student is responsible for his or her own behaviors. Students who cannot exercise self-discipline require the school to exert external controls and, if necessary, impose disciplinary actions. High standards of behavior are expected in school, at school activities, and in the community. **Students may be disciplined for activities that take place on or off campus, anytime during, before, or after regular school hours.**

Use of any computer or information technology device (i.e. cell phones) to stalk, harass, or otherwise intimidate others and/or to otherwise cause a security hazard are serious infractions and will result in severe disciplinary actions. Lane Tech reserves the right to discipline and/or take legal action against any student(s) involved in any inappropriate behaviors posted on any social networking or internet sites.

Lane Tech school officials reserve the right to conduct random locker searches as necessary or warranted as stated in the Student Code of Conduct.