

# **Please call the school at 965-5424 before 8:30 a.m. if your child will be absent.**

## **Attendance**

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

## **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: 1. Illness

2. Observance of a religious holiday
3. Medical or dental appointment for the student that cannot be taken care of after school or on weekends. The students must present a medical excuse signed by the doctor.
4. Marriage in the immediate family (brother, sister, parent, grandparent)
5. Family emergency
6. Situations beyond the control of the student
7. Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
8. Death or hospitalization in the immediate family
9. Other reason as approved by the principal.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. Family trips involving students should be scheduled and taken when possible during the designated non-attendance / holiday periods as reflected on the school calendar. Every effort should be made to avoid family trips during standardized testing and semester exams. A family trip is defined as one in which a parent/guardian and student travel together. Please notify the office in writing at least 24 hours in advance of family trips. Approval for family trips will be given by administration and will be considered excused unless the student has more than ten absences in a semester. All absences for family trips will be included in the student's accumulative attendance records for the purpose of truancy procedures and guidelines.

The school may require documentation explaining the reason for the student's absence. If the student has a medical appointment, a doctor's note is required for the absence to be excused.

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 8:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Parents are asked to keep their child home from school if their child suffers from one or more of the following symptoms:

- Diarrhea
- Green or yellow nasal drainage
- Fever higher than 100 degrees Fahrenheit
- Rashes, unrelated to allergies and with or without fever
- Seeping, itching red eyes
- Severe cough
- Sore throat, unrelated to allergies
- Untreated lice, or other parasitic infestations
- Vomiting

If a child is running a fever higher than 100 degrees Fahrenheit, they must be fever free for 24 hours without medication before returning to school.

## **Tardies**

Any student reporting to their classroom after 8:00 AM will be considered tardy. Students who are tardy must report with their parent to the office to receive a tardy slip before they can be admitted to class. Students who are tardy three times in a quarter will receive a note to the parents. If additional tardies occur, disciplinary action, including lunch or after school detentions, may occur.

## **Sign Out Procedures**

Students who have doctor appointments, dentist appointments or any other type of appointment during the school day must be signed out at the office by a parent, or other adult with parent permission. No students will be allowed to leave without an adult. At no time should a student leave school without permission from the principal or other office staff.