

ATTENDANCE GUIDELINES

Absences

Students that regularly attend school have a greater opportunity for educational growth and success. While some absences from school are legitimate and necessary, excessive absences from school for any reason will be addressed by administration.

Illinois law requires that whoever has custody or control of any child between six (by September 1 st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are two types of absences: excused and unexcused.

Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Students who are absent due to illness for three (3) or more consecutive days are required to bring a medical excuse signed by a doctor indicating the student was under a doctor's care.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal

The school may require documentation explaining the reason for the student's absence.

Parental Excused Absence: District 2 will allow 10 parental excused absences for the year. These absences may include; vacation, personal matters, appointments, and sporting events
ALL ABSENCES WILL COUNT TOWARD THE TEN DAYS EXCEPT THE FOLLOWING:

1. Doctor's excuse (when seen and documented by a licensed physician)
2. Funeral of close friend or relative
3. Court appearance

The following measures will take place to ensure continuous communication with families regarding student attendance and to promote access to the supports necessary to assist in the prevention of chronic truancy. The following applies to the accumulation of both excused and/or unexcused absences, but excludes medically excused absences.

3 days consecutive absences	<ul style="list-style-type: none"> A doctor's note will be required upon the student's return to excuse the absences
1-4 days absent	<ul style="list-style-type: none"> Contact from school personnel, including but not limited to office staff, teachers, and administration
5 or more days absent	<ul style="list-style-type: none"> A letter sent to the family informing them of the district's attendance policies and procedures Home visits from school personnel
10 days absent	<ul style="list-style-type: none"> Maximum allowed per school year An additional letter informing families that a doctor's note will be required for any additional absence Further absences may result in a letter also being sent to the Truancy Officer at the Regional Superintendent's office notifying them of possible chronic truancy. A contact will be made to the student and the parent(s)/guardian(s) by the Truancy Office.

Please note:

1. Pre-arranged absences count toward the student's ten (10) days.
2. Administration may excuse an absence(s) over the allowed ten (10) days for students with a documented chronic medical illness, for example: epilepsy, leukemia, diabetes, etc. A parent/guardian should submit a doctor's note to the school nurse at registration if there is a preexisting condition indicating the nature of the chronic illness and how it may affect a student's school attendance. The parent is encouraged to submit the request to share information form between the school and doctor. If a diagnosis is made during the school year, the parent/guardian needs to submit a doctor's note to the school nurse

following the diagnosis. A doctor's note will be accepted after the ten (10) days, and the days excused, if the physician specializing in the medical condition specifically states the number of days that the patient needs to remain at home due to the illness, but does not require making a doctor's visit. For each incident that the student is absent beyond the ten (10) days, it may be required that the parent notify the specializing physician and have him/her fax the school stating the absence was due to the medical condition. If a chronic illness is diagnosed during the school year, students are required to continue to follow the policy of having five (5) school days upon their return to school to present a doctor's note to the Attendance Secretary for the absence(s) to be considered Doctor's Excused, even if there is a "chronic illness" that has caused the absence.

In the event of any absence, the student's parent/guardian is required to call the school at (815) 678-7129 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 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/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

If your child arrives before 9:15 a.m., but after the first bell, he/she will be considered tardy: after 9:15 a.m., he/she will be considered a half day absent in school. A student must arrive at school by 11:30 am. in order to be counted as having attended a half day of school. The student must be in attendance at least half of a day in order to participate in after school events such as dances and sports contests.

LEAVING SCHOOL EARLY

A parent or guardian must call the school to make arrangements for a student to check out early. This call should be made in advance whenever possible. All students checking out early must be picked up in the office, and the parent or guardian must sign the student out. If the student returns to school, report to the office, sign your child back into school, and your child will receive a re-admission pass.

REPORTING A STUDENT'S ABSENCE

When a student is absent, a parent or guardian must call the school at (815) 678-7129 before 9:00 a.m. to report the child's absence. This report **MUST** be made for each day or partial day of absence. It is acceptable to report a student's absence on the school's voice mail system. If the school office has not been contacted, school personnel will be calling the parent, guardian at home, or work to confirm the absence of the student for the day within 2 hours of the student's absence from school. Written notes from parents are not required. Students who are absent due to illness for three (3) or more consecutive days are required to bring a medical excuse signed by a doctor indicating the student was under a doctor's care. If you wish to contest an absence you must do so within 20 school days from the date of the absence.

Pupils who are absent from school are required to make up all assigned work. If it is known to a parent that a student is to be absent two consecutive days, a parent/guardian may make arrangements to have the make-up work sent home or picked up. The list of assignments and necessary books can be picked up between the end of school and 3:45 p.m. by the parent or another student in the school office. Please inform the office personnel of this request when you call the office to inform them of the absence. All requests, like absenteeism, must be called in by 9:00 a.m.

TARDINESS TO SCHOOL

Students who come late to school cause unnecessary interruptions to the learning environment.

1. If a student is not in his/her first class at 7:45 a.m. he/she must check in at the main office before he/she reports to any class. 2. Students will be given a tardy notice that will admit them to classes that day. 3. Excessive unexcused tardiness or failure to check in when the student is tardy will result in disciplinary action. 4. Students who are tardy multiple times in a quarter due to doctor or orthodontist appointments may be required to bring a medical excuse signed by a doctor. 5. Three unexcused tardies per quarter, such as oversleeping, missing the bus, parents running late, or failure to check in when the student is tardy, will result in an after-school detention. A 4th tardy will result in another after school detention. A 5th tardy will result in a two hour Saturday detention and possible parent conference. Every tardy thereafter will result in detention time as determined by the school administration. Each student will start every quarter with zero tardies.

TRAVEL

Due to individual family vacation schedules, we understand that it may not be possible to take vacations during the summer or during student vacation times. The school recognizes the values of travel and family time, but emphasizes there are some children who cannot afford to miss school. Parents are required to consult the principal and teachers before withdrawing a child from school for a trip or vacation during the school year. When planned family absences do become necessary, contact the school one or two weeks in advance to make arrangements for work completion that the teacher(s) determine applicable.

Students are required to complete all missed work assigned by the teacher(s) during excused and unexcused absence situations. We must re-emphasize that any absence from school is extremely difficult to make up since the actual classroom experience cannot be duplicated, nor can the work assigned always be identical. The teacher/student interaction that occurs during direct instruction at the time of presentation is lost and regular teacher responsibilities upon return do not always allow for the needed interaction. We encourage all parents and guardians 17 to make every effort to plan vacations during pre-scheduled breaks in the school calendar and to avoid absences during standardized testing times.

TRUANCY

The school district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code.

Absenteeism and tardiness are considered excessive when they significantly interfere with a student's performance or social development.

In accordance with this section of the Illinois School Code, Nippersink Middle School will communicate with parents or guardians if absences or tardies (either excused or unexcused) become frequent.

A student is considered to be "truant" when absent for a school day without valid cause. A student is considered a "**chronic truant**" when absent for 5% (9 days) or more of the previous 180 regular attendance days without valid cause.

Chronic truants will be referred to the McHenry County Regional Superintendent's Office in accordance with current procedures established by the McHenry County Truant Officer. This standard also includes summer school attendance, if applicable. Appropriate school discipline will also be issued.

A "truant minor" is a child to whom supportive services, including: prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and failed to result in stopping chronic truancy or have been offered and refused.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

The services offered to truants and/or chronic truants may include the following:

1. Student conferences
2. Behavior/attendance contracts
3. Alternative education
4. Referral to local social services
5. Parent conferences
6. Letter and/or telephone call to parent
7. Changes in class schedule
8. Home visit (Social Worker/Guidance Counselor)
9. Appropriate special education staffing and/or placements

HOMEBOUND INSTRUCTION A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the

child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact: Special Education Department.

Illness or Injury: PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash or red eyes the night before or the morning of school. Diarrhea is defined as 3 loose stools in 24 hours or a change in bowel habit. A fever is defined as a temperature of 100°F. Most fevers subside in the morning, but go up again during the day. Your child can return to school when he/she has been symptom free for 24 hours without the use of fever reducing medication. If your child will be absent from school, you need to call the attendance line 815-678-7129 by 9 a.m. This is a 24-hour line so you can call anytime--even during the night if necessary.