

ATTENDANCE POLICIES (School Board Policy 7:70)

The School Code of Illinois contains the following statement: "Whoever has custody or control of any child between the ages of 6 and 17 years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term."

I. Absences

This statement places the responsibility for daily school attendance with the parent(s) or guardian(s) of the student. The Keeneyville staff recognizes the importance of daily attendance. Students who are frequently absent from school may encounter difficulty keeping pace with their classmates. If frequent absences occur, parents and students can expect negative results in grades and classroom performance.

II. Procedures for Reporting Student Absence

All absences require contact with the school. Please call your child's school the evening before school if possible or before the start of the school day he or she will be absent. If you have more than one child to report absent, please contact the school each child attends.

Please use the following numbers 24 hours a day to leave a message on our Attendance Lines.

For your convenience, a telephone answering service is available to receive your call at any time of the day.

**ECC and Greenbrook
Elementary
(Grades PreK-5)
630-894-4599**

**Waterbury
Elementary
(Grades K-5)
630-894-4299**

**Spring Wood Middle
School
(Grades 6, 7 & 8)
630-894-4197**

Please leave a message that includes your name, the name of your child, and the reason and length of absence or tardiness. Please indicate the specific reason for the absence. Refer below for the types of absences.

To be marked present for one-half day, a student must be in school for one hundred fifty (150) minutes.

III. Types of Absences

Excused Absences

For an absence to be considered excused, it must fall under one of the following categories:

- **Illness** - Fever, vomiting, diarrhea, communicable/contagious disease, injury –nondescript symptoms such as the common cold, a headache, or stomachache should not keep a student from coming to school unless the parent feels it is severe enough to keep the child home to maintain the safety of the child and other students.
- **Communicable/Contagious Disease** - Any child that has been diagnosed with a communicable/ contagious disease is required to stay home until he/she has been released by their physician. A physician's note is to accompany the child's return to school.

- **Fever** - Any child with a temperature of 100 or higher should stay home until they have been fever-free. We recommend that the child be fever-free, *without medication*, for 24 hours.
- **Vomiting/Diarrhea** - Children need to be without diarrhea and/or vomiting for 24 hours before returning to school.
- **Pink Eye (Conjunctivitis)** - Can be allergic, viral or bacterial in nature. If antibiotic drops are started, the child is encouraged to be on them for twenty-four hours before returning to school.
- **Lice** - Although we cannot prevent the incidence of students who bring head lice to school, we can assist in the control of the spread. Reminding students not to share hats, combs, clothing or hair accessories are all preventative measures that can be implemented. Parents are encouraged to notify the school nurse if they suspect their child has head lice. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

The School District follows the recommended practices and procedures of the Illinois Department of Public Health, which are set forth by the Illinois School Board of Education and the Illinois Nurse Practice Act.

If a child has been out of school longer than three (3) days, a physician’s note may be required before returning to school. When a student comes to school and, as a result of a medical condition, must use a wheelchair, walker, cane and/or crutches, the student will need a note from the attending physician stating that the student is able to return to school with the aid of such devices. This note should be provided the day the student returns to school with such device. Also, children who have injuries, such as sprains, casts or crutches, need to have a physician’s note stating any restrictions of activity AND will need a release allowing the student to participate again once the injury is healed, and/or the cast and/or crutches are no longer needed. *Students will not be allowed to participate again until the release from the physician is received by the school office.*

An excused absence may also be given due to a:

- **Physician’s Request** - due to severe illness, injury, or psychological reasons*
- **Family Emergency** – death or severe illness of a close family member, court date, special family event (pre-arranged with the administration)
- **Religious Observation** - that requires missing school (See Board Policy 6.255)
- **Situation beyond the control of the student** - determined by the Board of Education.

***We strongly encourage families to schedule all appointments during non-school hours.**

Unexcused Absences

An absence may be considered unexcused under one of the following criteria (this list is not exhaustive):

- Failure to contact the school in the event of an absence
- Any absence that does not meet the criteria listed above in **Excused Absences**
- Oversleeping, missing the bus, failure of a privately owned vehicle
- Out-of-School Suspensions
- Vacation
- Sporting Events

A parent note, message or phone call WILL NOT excuse a student under these circumstances.

Final decisions regarding whether an absence is considered excused or unexcused are made by the principal or his/her designee.

Vacations

It is strongly encouraged that families do not plan vacations during the school term. Class work will not be provided prior to a vacation; upon return, assignments must be requested from each teacher. The student will have the same amount of days to complete the work that they were out. Vacations will be recorded as unexcused absences.

Tardiness

A student is considered tardy to school if he or she arrives after school has begun but before the first thirty (30) minutes of school have passed.

At Greenbrook Elementary and Waterbury Elementary School, the tardy bell rings at 8:30 AM announcing the start of our instructional day. **Any student who arrives after the 8:30 AM bell will need to be walked into the school building and signed into the school office.**

Students may earn academic and/or disciplinary consequences for excessive tardiness. Students in grades kindergarten through fifth will be issued a letter upon their third tardy during a trimester. Every subsequent tardy may result in further intervention.

At Spring Wood Middle School, the tardy bell rings at 7:45 AM announcing the start of our instructional day. Any student who arrives after the 7:45 AM bell will need to report into the school office. Students in grades 6th through 8th will earn a lunch detention after the first tardy of the trimester. Each additional instance of tardiness after the second will result in further consequences.

Arrival after the first thirty (30) minutes will result in the student being marked half-day absent.

Students who leave school more than sixty (60) minutes before dismissal time will also be considered half-day absent, except for Wednesday early release.

IV. Returning to School

If there was no contact between the school and family, the student should bring a note to the office, signed by a parent or guardian, indicating the reason for the absence.

Students who are absent for three or more days may be asked to produce a note from a physician indicating the reason and the dates why the student needed to be out of school.

V. Make-Up Work

It is the student's responsibility to see his or her teacher to pick up any missed work on the day he or she returns to school. The student will have the same amount of days to complete the work that they were out.

It is recommended for short absences of three days or less, parents and students consult Skyward at Spring Wood Middle School or contact classmates for homework. For absences longer than three days, parents or guardians may request assignments by calling the school office. It may take up to 24 hours to complete this request.

VI. Truancy

In case of chronic truancy (five percent or more of the last 180 student attendance days; nine absences), Regional Office of Education truancy officer will be notified. The officer shall investigate all cases of truancy or non-attendance at school, and, unless the student is exempt from attending under the compulsory attendance law, the truant officer may proceed with filing a Class C misdemeanor for noncompliance against the parent(s) or guardian(s) of the student.

Attendance Letters

Parents will be notified in writing when their child has been absent for three (3) days, five (5) days, and then again if they reach nine (9) days regardless of whether the absences are classified excused or unexcused. This is an effort to raise awareness of the number of absences for the year. Additional notifications may follow additional absences.

The school may require additional documentation for students who have excessive absences including scripts from a licensed physician indicating the reason and duration of each absence.

VII. Withdrawals

If possible, parent(s) or guardian(s) should notify the school at least two weeks prior to a student's withdrawal from the school district. Students shall return all textbooks and other such school property to the appropriate teachers, i.e. library books, technology equipment, etc.

VIII. Permission to Leave School Grounds

Leaving school without permission or approval is classified as truancy. Parents, guardians or persons designated by a parent or guardian must sign out the student at the school office prior to the students leaving the school grounds. Students will not be released from class until a parent or guardian arrives.

Students who leave school and return may be charged with a half day absence based on the number of contact minutes the student is away from campus. If the student misses 30 to 60 instructional minutes he/she will be considered absent for a half day. A leave of 60 instructional minutes or more will result in a full day absent.

IX. Attendance at Extra-Curricular Activities

Students who are absent or who left school for an illness during the day, will not be allowed to attend or participate in extra-curricular activities until they have attended school.