

ATTENDANCE PROCEDURES

Illinois law requires that whoever has custody of any child shall assure that the child attends school in the district in which they reside, during the entire time school is in session. We realize that there will be times when a student may not be in attendance for an entire school day due to illness, etc. Late arrival and early pickups will be documented for attendance records. State attendance guidelines require that we record attendance days (lunch and recess are excluded as these are non-instructional minutes) for a child who is in attendance as follows:

- 300-355 instructional minutes is considered present for the full day.
- 150-299 instructional minutes is considered present for a half day.
- Less than 150 instructional minutes is considered absent for the full day.

Parents/Adults picking up their children must show a picture I.D.

ABSENCE FOR TRIPS/VACATION

Any interruption to the educational program takes away from the education process. Therefore, we discourage parents from taking their children out of school for vacations while school is in session. However, if parents choose to do this, please notify the individual school's office. Parents are also requested to contact the Transportation Department to report vacations.

EXCUSED ABSENCES

A child may be absent from school because of illness (under a doctor's care), observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board of Education, attending a military honors funeral to sound TAPS, other circumstances which cause reasonable concern to the parent for the safety or health of the student, or other reason as approved by the principal.

HOMEWORK REQUESTS/MAKE-UP WORK

Parents and students frequently request that assignments and books be sent home when a child has been absent. At all grade levels, every attempt will be made to grant the request in a timely manner. Please make your request as early as possible and allow a school day to gather homework assignments. Assignments and books can be picked up in the respective building office. The student will be given the same number of days to complete any missed work as the number of days the student was absent.

STUDENT ABSENCE REPORTING

In order to ensure the safety of your child, we ask that you adhere to the following:

1. Call your child's school each day your student is to be absent. The call should be made before 7:35a.m. (grades 4-6), before 8:25a.m. (grades 7-8 and morning kindergarten), before 9:15a.m. (grades 1-3), and by 12:20p.m. (afternoon kindergarten).
2. Please provide the student's name, grade, homeroom teacher, the reason for the absence, the name of the person calling and the relationship to the student.
3. Calls will be accepted only from the parent or a responsible adult.
4. If a parent or responsible adult has not contacted the school to report an absence within 45 minutes of the start of the school day, school officials will contact the New Lenox Police Department or Will County Sheriff's Department to perform a non-emergency wellness check on the student.
5. For longer absences, such as vacations or extended illnesses, it is not necessary to call every day. Instead, notify the school of the days your child will be absent.
6. Parents will receive notifications in writing if a student has excessive absences.