

ATTENDANCE PROCEDURES

ATTENDANCE POLICY: Students enrolled in Sunset Ridge School are required by State law to attend each day school is in session. It is the responsibility of the parents/guardians to ensure compliance with this law.

ENTRANCE/DISMISSAL TIMES:

Grade 4	8:35-3:20
Grades 5,6,7,8	8:18-3:30

ABSENCES: It is the belief of the Sunset Ridge faculty and administration that any absence hinders a student's education. Nevertheless, the District recognizes that circumstances may arise necessitating a student's absence. It is the parent's responsibility to notify the school in advance of the absence, or at a time of a valid school absence. Valid cause for absence shall be illness, observance of a religious holiday or attendance at religious instruction, death in the immediate family, family emergency, or other circumstances beyond the control of the student. Students absent from school due to illness or any unexcused absence will not be allowed to participate in or attend after-school activities or any other school-sponsored programs on that day. This includes athletic events, dances, or any other school-sponsored programs.

REPORTING AN ABSENCE: When your child is absent from school, please notify the school on our Attendance Line - 847-881-9400, press 6 between 6:00-8:00 a.m. If we do not hear from you, we will make reasonable efforts to call and verify the absence. To better ensure you are aware of your child's attendance habits, it is necessary, and required by law, that the District has at least one current telephone number at which you can be contacted.

- ❖ **Extended Absences and Excuse from Physical Education:** If a student is absent three or more days due to injury or illness, he/she should have a note from the physical indicating the student may return to school. Similarly, if a student needs to be excused from physical education for more than two days, a physician's note is required. A student may be excused from physical education for up to two days provided a parental note stating the medical reason for the excuse.
- ❖ **Anticipated Absences/Vacations:** Anticipated absences of more than one day require notification to the child's Homeroom or Advisory teacher as well as notification to the School Attendance Line. All make-up work must be completed and handed in on the day of the student's return. Other arrangements may be made at the teacher's discretion. Absences from school taken to accommodate family vacation plans are regarded as contrary to the interests of the student and school. Whenever possible, parents are requested to plan vacation trips at times corresponding to the school's scheduled vacation periods.

- ❖ **Absence due to Communicable Disease:** If your child has, or is suspected of having a communicable disease, the school nurse should be notified immediately. She can assist you in determining if your child's disease is designated "communicable" by the State of Illinois, as needed. No person at Sunset Ridge School shall be discriminated against on any basis, including having a communicable disease. District staff will meet with the parent(s) of a student with a communicable disease to determine how best to address his/her ongoing needs in light of the nature, anticipated duration, and seriousness of the disease.
- ❖ **Parent Unavailability:** Parents are asked to inform the school, in writing, if they will be out of town. The classroom teacher and the office (847-881-9400, press 6) need to know of parental absences in case of emergencies. The staff also needs the name of the person caring for the child. If the child is not staying at home, please include the address and telephone number of where the child or his/her temporary caregiver can be reached and the length of time the parent will be absent. Parents should also include how they can be contacted in case of emergency.

EARLY DISMISSAL: Students will not be dismissed before the end of the school day for a reason other than illness, medical appointments, or to attend religious instruction for which the District had prior notice. Exceptions may be made only if a parent/guardian sends a note to the office stating the reason for the early dismissal and the time the student should be dismissed. Upon receipt of the parental notice, the student will be listed on the attendance sheet for an early dismissal. If there is an emergency that necessitates your son/daughter being removed from class, please notify the office. Personnel in the office will assist you in locating your child.

Students leaving early must be signed out in the "early dismissal" book and be picked up in the office. Should the student return to school, he/she is required to sign back in and obtain a pass. Under no circumstances will a student be permitted to leave the building unattended during school hours.

TARDINESS: All students who are late for school should report to the main office with a parental note, sign in, and obtain a pass to proceed to class. Students who are tardy more than two times in a quarter will be referred to the Principal and the parents will be notified.

TRUANCY: The primary purpose of the Sunset Ridge School District is to provide all students with access to an outstanding education. Achieving this goal is the mutual responsibility of school staff, parents, and students. The District will make every reasonable effort to prevent truancy. The District will also take the appropriate steps to keep chronically truant students in school. No punitive action shall be taken against a chronic truant unless supportive services addressing the chronic truancy have been provided or offered to the student and refused.

DEFINITIONS:

- A “truant” is a student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
- A “chronic or habitual truant” is a student who is absent without valid cause for ten percent or more of the previous 180 regular attendance days.
- A “truant minor” is a chronic truant to whom supportive services including prevention, diagnostic intervention, and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.
- A “dropout” is any child enrolled in grades one through eight whose name has been removed from the District enrollment roster for any reason other than his/her death, extended illness, graduation or completion of a program of studies, and who has not transferred to another public or private school.

Interviews may be conducted with the student, his/her parents/guardians, and/or school personnel or other parties who may have information concerning the student’s attendance problem.

Supportive Services may include the following:

- ✚ Conferences with school personnel
- ✚ Counseling services by a social worker and/or psychologist
- ✚ Tests administered by District psychologist
- ✚ Schedule or program changes
- ✚ Placement in alternative educational program
- ✚ Special Education assessment and placement
- ✚ Referral to appropriate community agencies