

# **CALL-IN PROCEDURES FOR ABSENCES**

## **REPORTING AN ABSENCE OR LATE ARRIVAL**

Parents/guardians should contact their child's school to report their child absent or late by 7:40 a.m. for Middle School students and by 8:45 a.m. for Primary and Elementary School students.

- **For Primary (Grades Pre-K – 1<sup>st</sup>):**
  - Dial 847-740-5320
  - Email: [priattendance@bighollow.us](mailto:priattendance@bighollow.us)
  - Skyward Parent Portal (Click [Here](#) for instructions)
  
- **For Elementary (Grades 2 – 4):**
  - Dial 847-740-5321
  - Email: [elmattendance@bighollow.us](mailto:elmattendance@bighollow.us)
  - Skyward Parent Portal (Click [Here](#) for instructions)
  
- **For Middle:**
  - Dial 847-740-5322
  - Email: [midattendance@bighollow.us](mailto:midattendance@bighollow.us)
  - Skyward Parent Portal (Click [Here](#) for instructions)

Please see below for the Big Hollow Attendance Guidelines from the Parent / Student Handbook:

## **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 the administration. 27 All students receive maximum academic benefits when they attend school on a daily basis for the scheduled length of the instructional day. The State of Illinois has determined the minimum amount of daily full instructional time to be:

- **Half-day Kindergarten:** two hours
- **Full-day Kindergarten-Grade 1:** four hours
- **Grades 2-8:** five hours

Students are credited for a half-day of attendance based on the following daily instructional time:

- **Half-day Kindergarten:** a minimum of one-hour
- **Full-day Kindergarten and Grade 1:** a minimum of two hours
- **Grades 2-8:** a minimum of two-and-one-half hours

Absences and tardiness may be excused or unexcused depending on specific individual circumstances.

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**

- A doctor's note will be required upon the student's return to excuse the absences
- Directed by the administration or school nurse

### **1-4 days absent**

- Contact from school personnel, including but not limited to office staff, teachers, and administration
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### **5 or more days absent**

- A letter sent to the family informing them of the district's attendance policies and procedures
- Home visits from school personnel

### **10 days absent**

- 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. 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 between the school and the 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 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.
3. Mental Health Days (5 days) allocated by the state are considered excused absences.
4. An absence will be considered excused if directed by the school nurse.

**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.
4. State allowance of mental health days (5 days).

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 habits. 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 (847-740-1490) by 9 a.m. This is a 24-hour line so you can call anytime--even during the night if necessary.

Call-In Attendance Procedures

It is the responsibility of the parents/guardians to ensure that their child is in school. If the absence is due to any communicable disease, please notify the school.

- Parents/guardians must call their child's school to report their child absent by 7:40 a.m. for Middle School students. The Middle School's number is 847-740-5322 and by 8:45 a.m. for Primary and

Elementary School students. The Primary School telephone number is 847-740-5320; the Elementary School number is 847-740-5321. There is a 24-hour voicemail system for your use in reporting 29 absences. .

- There is also the option of reporting your child's absence using Skyward. Here is a 28 link to a short video that will explain this process: [60 second attendance video](#)
- If you do not report your child's absence, the school must make a reasonable attempt to contact the parent/guardian to confirm the child's absence.

When a child is late for school, that student is considered tardy. The tardy student and parent must stop at the office, be signed in by the parent/guardian, and get a pass before going to class.

### **Chronic Truancy**

District #38 considers a student to be a chronic truant when he/she is absent without valid causes for 5% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.

In keeping with Section 26-12 of the Illinois School Code, District #38 will take no punitive action, such as out-of-school suspensions, expulsion, or court action against chronic truants for such truancy unless Resources and Support Services have been offered to the student and parent/guardian.

If chronic truancy persists after support services and other resources are made available, the school district will take further action, including:

A referral to the Regional Office of Education Truancy Department could result in

- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Possible court appearances.

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

**Release Time for Religious Instruction/Observance (Board Policy 7:80)**

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

**Requests for Homework Due to Absence Related to Illness**

Parents may request homework when they notify the school office their child will be absent. The request for homework must be made before 8:45 a.m. on the day of the absence. The homework will be available in the school office. The Middle School Office is open until 3:00 p.m. The Primary/Elementary Offices are open until 4:00 p.m. Homework will not be sent home with other children. Under general circumstances, students will be given one day to make up homework for every day missed as long as the absence is not immediately preceding the end of the grading period.

**Vacations**

Per the Illinois School Code, removing a child from school for the purpose of taking a family vacation is not a “valid cause” for absence. Therefore, teachers will not be responsible for preparing assignments prior to the vacation and all make-up work must be completed within five (5) school days of the student’s return.

### **Absences from Physical Education Class**

The district excuses any student from engaging in any physical activity components of a physical education course during a period of religious fasting if the student’s parent or guardian notifies the school principal in writing that the student is participating in religious fasting. The district also honors excuses signed by persons licensed under the Medical Practice Act of 1987, and has adopted a policy defining the types of parental excuses it will deem appropriate, which must include, but not be limited to, reliance upon religious objections. Students will be excused from Physical Education for up to three consecutive days from parent notification without a note from a licensed professional.