

24.25 NBHS Attendance Procedures

Students are much more likely to succeed in academics if they have consistent school attendance.

If a student is absent, it is the responsibility of the parent/guardian to call Mrs. Peecher, Jr/Sr HS Attendance Secretary, at 217-488-6012 ext 221 by 8 AM to report the student's absence. Any student absent from school without a call from a parent will be contacted before 10 AM to confirm the student's absence and reason for the absence. Student absences will be designated as excused, excused and exempt from truancy reporting, or unexcused as outlined in the table below. Student Absences will be limited to 4 days verified by a parent in addition to 5 days for Mental Health as per the Illinois School Code. After the fourth absence, a doctor's note or legal document (from court, etc.) will be required. If at any time during the entire school year, a student is absent more than 4 days, a doctor's note will be required for any absence to be considered excused. The doctor's note must state that the student was unable to attend school and give exact times when the student was seen in the doctor's office or it will **not** be considered an excused absence. After the 4 days, all absences are considered unexcused without verification from a doctor or legal document. The Illinois State Board of Education considers any student that is absent over 9 days - excused or unexcused - as a chronically absent student.

Excused/Parent Request - Up to 4 Days
<ul style="list-style-type: none"> • Illness - personal or family • Doctor appointments accompanied by a doctor's note within 48 hours of returning to school. Students will be excused for the specific time of the appointment and travel time. • Attendance at a funeral for someone that is not an immediate family member. • Getting Driver's Licence - 2 Periods • Getting Driver's License and Taking Test @ DMV - 4 Periods
Excused as per School Code and Exempt from Truancy Reporting
<ul style="list-style-type: none"> • Mental/Behavioral Health (5) - not allowed to participate in after school activities • Observance of a religious holiday or event not provided by the school calendar - parent must provide written notice 5 calendar days prior to the absence. • Attending a Civic Event • Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election • 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 • Attending a military honors funeral to sound TAPS
Excused as per CUSD #16 School Board and Exempt from Truancy Reporting
<ul style="list-style-type: none"> • Prearranged Absences based on administrative approval. • Illness of 3 Consecutive Days verified by a doctor's note stating the dates of absence within 48 hours of the students return to school. • Career/College Days 2 for Juniors and 2 for Seniors pending approval by principal and DOSS - for visits to colleges, vocational schools, testing, armed forces recruiting, etc. • Death in the Immediate Family and attendance at the funeral of the family member. • Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety • The building administrator may excuse a student for additional days relative to military leave or deployment. • Situations beyond the control of the student as determined by administration • Attendance at a school field trip pending eligibility • Injury/illness at school and sent home by the school nurse. Severe illness or injury which causes a student to be absent for an extended period, may be counted as one day at the principal's discretion.

Unexcused

Parental approval to miss school does not necessarily mean that the school will approve the absence.

- Any parent request over the allotted 4 days that does not fall into the exempt category
- Any Mental Health Day over the allotted 5 days
- Any Planned Absence Day over the allotted 5 Days
- Any doctor appointments occurring over the 4 days that are not accompanied by a doctor's note within 48 hours of the student returning to school
- Any religious holiday taken without 5 days written notice by the parent.
- Oversleeping, missing the bus, and/or parental tardiness.
- Car trouble or repair
- Skip Day - Any student participating in such an outing will be subject to the consequences of unexcused absences

Students who are **excused** from school are expected to check Google Classroom to complete the work during the absence. They will be given a reasonable timeframe to make up missed homework and classwork assignments (1 day per day of absence). Students who are **unexcused** from school cannot make up missing assessments, assignments, or activities for credit. There will be no additional preparation time given for work or exams due on the day of their return.

Pre-Arranged Absences: It is the responsibility of students to present the Pre-Arranged Absence Form to appropriate faculty members and obtain classroom work. Faculty members must be given at least 48 hours' notice to provide the student work. Work is due when students return to school. Additional time will be provided for the student to complete work that was not provided by the teacher prior to the absence.

At the end of each semester, students with **PERFECT ATTENDANCE** will be eligible to earn an additional Semester Exam Coupon!

Attendance report data is analyzed every Friday by an administrator and the Attendance Secretary. Students that are identified as having chronic absenteeism will be monitored through the steps below.

Procedures for Chronic Absenteeism

Fourth
absence

Send
Attendance
Letter #1

Student
tracked via
Attendance
Group in
Panorama

Student Support Services Team meeting.
Attendance Contract put in place.

Eighth
absence

Send
Attendance
Letter #2

Meeting set up at school with parent, student, the ROE
Truancy Officer and an administrator.

Tenth
absence

Send
Attendance
Letter #3

Official attendance notification to ROE - could result in a
referral to the Sangamon County State's Attorney