

Tardies and Absences If a child accrues 5 tardy or unexcused absences in a quarter, a Student Discipline Report will be filed.

ATTENDANCE

1. Attendance, Absence, Tardiness

- A. Salem's school year is planned in coordination with the Jacksonville School District #117 calendar. However, there will be times when Salem's schedule will be affected. We conform to the requirements of the State of Illinois in regard to the number of school attendance days, and/or instructional hours. Enrolled students are required to attend daily during the entire regular school term.

Daily attendance is important for the normal growth and development of children. Therefore, children should not be kept home from school unless they are ill, observing a religious holiday, there is a death in the immediate family or family emergency, other situations beyond the control of the student, or a circumstance that causes reasonable concern for the mental, emotional or physical health or safety of the student. Absences for babysitting, working, etc. would not qualify as excused absences. Students missing school with unexcused absences are considered "truant". The principal will conduct interviews with the student, his or her parent or guardian, and any other school officials who may have information about the reasons for the student's attendance problem. Habitual truancy will be reported to Regional Superintendent's Office, as required. THE COMPULSORY ATTENDANCE LAWS REQUIRE PARENTS TO HAVE THEIR CHILDREN ATTEND ALL SCHEDULED SCHOOL DAYS UNLESS PROPERLY EXCUSED. Questions regarding "excused" and "unexcused" absences should be directed to the principal.

Likewise, children should not be sent to school when they are sick. Besides subjecting the child to additional discomfort, it exposes the other students to that particular illness.

For your child's protection, please notify the school office by 8:30 a.m. if your child is to be absent from school. Notification may be in writing, or by telephone. If we have not been notified that the child will be absent we will attempt to contact the parents to inform them that the child has not arrived at school. If we are unable to contact the parents, we may contact the police. To prevent this from happening unnecessarily, we ask for your full cooperation. Prior notification may be a critical factor in a time of child abduction, automobile accidents.

If you wish to have your child excused from class at any time during the day, please put your request in writing, and give it to the child's teacher or the office.

Such requests should be made in advance. Students may not be released unless signed in and out of the school office.

All visitors to Salem must report first to the office to sign in. This applies when the arrival of students is after the appointed time, as well as when early release is necessary. Students are to be signed in and out by the parent or guardian. Students will be released from the classroom to be dismissed from the office.

It is not recommended that students miss school for vacations, due to instruction loss. Planned absences are to be arranged with the teacher and principal at least one week prior to the absence. ALL assignments due and tests given during the student's absence must be completed to the teacher's satisfaction upon the return of the student.

Students will be marked tardy if they are not in their seats when the bell rings indicating the beginning of class. Tardiness is disruptive to the class which is then in session. Pupils arriving late due to bus transportation problems will not be marked tardy.

When arriving after 8:00 a.m. students are to report to the office with a parental escort. After reporting to the office, the student will enter the classroom with a tardy slip. No student will be admitted to the classroom without a tardy slip issued from the office.

Students arriving to school after 8:00 a.m. and prior to 10:30 a.m. will be marked as tardy for that school day. Students arriving after 10:30 a.m. will be marked as ½ day absent.

A student who is tardy for 5 or more days in a given school quarter will no longer be eligible to receive perfect attendance honors for that quarter.

If a student is excused from school prior to 1:00 p.m., a ½ day absence will be recorded for that school day.