**School Handbook**

**DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the current practices, procedures, rules and code of conduct in order to inform parents and students. Parents and students may also refer to the school board policy and Illinois School Code for official school policy. Rules include, but are not limited to, what is contained in this handbook.

**THE SCHOOL DAY**

School begins at 8:20am and ends at 3:00pm except on those days when an early dismissal is announced.

**ATTENDANCE**

School attendance is a major concern in education. In order for a student to receive the full benefits of an education, he must be in attendance on a regular basis.  Parents are expected to call the school by 9:00 a.m. and report when their child is absent from school. Parents who do not call when their child is absent must send a written statement with their child upon his/her next attendance date that states: the child’s name, the reason for the absence(s), the date(s) of the absence(s) and the parent / guardian signature.  Following an absence, any student whose parent has not already contacted the school must report to the office to present a written excuse. Failure to present a written statement or failure of the parent to notify the school of a student’s absence will result in an unexcused absence. Any student absent for health reasons for 5 or more consecutive days will be required to present a doctor’s excuse upon returning.

**EXCUSED AND UNEXCUSED ABSENCES**

Absences are categorized as:

1) Excused (work allowed to be made up)

2) Unexcused (work not allowed to be made up)

1) Excused absences: These include an absence with parent permission for the reasons of illness, death in the family, school activities, established religious holidays, or other unavoidable absences. For any excused absences, the student will have to make up all missed work.

 2) Unexcused absences: These include an absence for such things as, but not limited to, oversleeping or recreational reasons. If a student becomes ill at school, he should notify his teacher. The teacher will then refer the student to the school nurse or office if necessary. Parents / guardians must come into the school office and sign the student out for the day. Under no circumstances should a student ever leave the school during the school day without securing permission from the school administration.