

ABSENCES

If your son or daughter will be absent, you are to call and notify the school before 7:30 am. To report an absence for **Huntley** call **815 754-2241**. This is an open line 24 hours a day. Please be prepared to give the following information: **Grade, Name and Reason for the absence**. All student absences must be reported to the school by a parent or legal guardian via phone or written note. Notification of absence must be made within 24 hours of the student's return to school.

The school must be informed anytime the student will not be in school. Excused absences are: illness, doctor's appointment (verified with a doctor's note), or a death in the family, court related actions, extreme family emergencies and other reasons approved by the school administration, along with certain religious holidays. The district has a list of accepted religious holidays.

By law, students missing first hour are marked 1/2 day absent from school. Students missing three academic classes are marked as a full day absence. (Lunch and supervised study are not classified as academic instruction.) Students missing one or more classes (unexcused) will be considered truant and will be subject to a disciplinary action.

Parents are notified if their students are not in school and are not called in by a parent or guardian.

Vacations

1. Five days of vacation will be excused if pre-arranged 1 week in advance by the parent/guardian and school official. Any vacation days after the 5-day maximum will be unexcused and will count toward truancy totals. The number of vacation days, whether excused or unexcused will count toward the 10-day absence rule.
2. Families are encouraged to utilize the vacation days integrated into our school calendar.
3. Students absent from school because of vacation must:
 - A. have prior approval from school administration
 - B. notify teachers of the absence
 - C. secure all assignments before the vacation and have them completed upon their return to school