

# RED DEVIL PARENT RESOURCE

## A Guide to Frequently Asked Questions

### ATTENDANCE QUESTIONS

Complete information regarding the Attendance Philosophy and Procedures can be found in the Student Planner. You can also link to the Student Planner on-line through the home page of the school website. Further questions can be answered by your child's dean by calling (630) 570-8225.

#### **1. *What is the procedure for reporting student absences?***

Parent/Guardian/Student responsibilities are as follows: each day or portion thereof on which a student is absent, it is the responsibility of the parent/guardian to call the school attendance office and give the reason for the absence. Parents/guardians may report absences by dialing the Hinsdale Central Attendance Line, 630-570-8090, 24 hours-a-day. The Attendance Office is staffed between 7:00 a.m. and 3:30 p.m. on school days and is equipped with voicemail at all other times.

#### **The following information must be provided to excuse the absence or late arrival for valid cause:**

- Date(s) of the absence
- Student first and last name
- Student ID number
- Reason for the absence and date of expected return
- Relationship to the student
- Call-back number

#### **Failure to call within 24 hours of the day of the absence may result in an unexcused absence.**

*All students arriving to school past 8:00 a.m. will need to enter through the front door and sign in at the greeter's desk. Students will be asked to produce a valid student ID card.*

**Note: If a parent/legal guardian anticipates being out of town** and, therefore, will be unable to provide official notification of a student absence, the parent/legal guardian must provide written documentation of the adult designated to approve student absences. This written notification must be turned into the Attendance Office prior to the parent/legal guardian leaving town.

#### **2. *What is considered a "valid" reason for my child's absence or late arrival?***

According to Illinois School Code, Article 26, the parent or legal guardian can have his/her child excused from compulsory school attendance for the following reasons:

1. Illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. Other situations beyond the control of the student as determined by the board of education
6. Circumstances which cause reasonable concern to the parent/guardian for the mental, emotional, or physical health or safety of the student.

#### **3. *What happens when my student is tardy to class?***

Hinsdale Central is committed to the philosophy that students and teachers need and want to take full advantage of the 50 minutes of instructional class time. Therefore, it is important that all students be to class and the cafeteria on time. In some situations a student may have an approved reason to be late to class. In this case, a student must have a pass from the previous teacher or office. If a student is not in the classroom when the bell rings, the student will be considered tardy. Students who do not have a valid reason to be late to class will need to report to a tardy station to obtain an unexcused tardy pass. Students who arrive late to class by more than 15 minutes shall be recorded as absent.

A school-wide tardy procedure for Hinsdale Central High School has been established. Students in violation of the tardy procedures will receive the following consequences:

| <b>1st period Accrued tardies</b> | <b>Consequence</b>                               |
|-----------------------------------|--|
| <b>1-3</b>                        | Warning  |
| <b>4-6</b>                        | Dean's detention                                 |
| <b>7-9</b>                        | Extended detention                               |
| <b>10 or</b>                      | In-School Supervised Study and/or parent meeting |

| <b>Periods 2 through 10 Accrued tardies</b> | <b>Consequence</b>                               |
|---|--|
| <b>1-3</b>                                  | Warning  |
| <b>4-6</b>                                  | Dean's detention                                 |
| <b>7-9</b>                                  | Extended detention                               |
| <b>10 or</b>                                | In-School Supervised Study and/or parent meeting |

Any student arriving late to school must enter through the main entrance (the main entrance is located by the flagpole on the 55th Street side of the building), receive a tardy pass or report to the Deans' Office if the student is excused. Students need to proceed directly to class after a pass has been issued

**4. *Can my student be excused from school for a family vacation while school is in session?***

Family vacations are not recommended due to the potential impact on student learning. Student absences due to a voluntary vacation are considered unexcused absences. Students that miss school for this reason will need to contact their teachers and make-up work may be due on the day the student returns to school.

**5. *My student has a scheduled college visit and it is on day that school is in session, is this absence excused?*** In order for the absence be excused, the following process needs to be completed:

- a. Student(s) need fill out the electronic pre-arranged absence form that is on the website
- b. Form completed and submitted to the Deans' Office two (2) days prior to the absence
- c. Parent/guardian needs to call attendance line
- d. Absence will be changed to excused when student returns from college visit with documentation that they had an appointment or were on a campus tour

**6. *My student is involved in an athletic program outside of Hinsdale Central and they may miss school due to lessons, practice or a tournament/competition, is this an excused absence?***

Students that attend practices or lessons during the school day will be considered unexcused from school or classes they miss. If your student has a tournament that they need to attend during the school year, you will need to complete the entire process below to get the absence approved to be excused:

- a. Student(s) need fill out the electronic pre-arranged absence form that is on the website
- b. Form completed and returned to the Deans' Office two (2) days prior to the absence
- c. Documentation from the coach or sponsor that the student needs to attend and/or a schedule of the tournament/competition needs to be attached to the pre-arranged absence form
- d. Parent/guardian needs to call attendance line

**7. *How do I excuse my child if he/she needs to leave school during the day for an appointment?***

Due to the impact that missing school can have on your child, you are encouraged to set up appointments outside of the school day. When this is not possible, follow these procedures:

- Parents/guardians **must call the Attendance/Deans' Office before the student is to leave the building** for the appointment
- Students must report to the Attendance/Deans' Office and sign out
- Students must verify that they were at a medical appointment by **providing documentation** from the doctor's office when they sign back into the Attendance/Deans' Office
- If students return the following day, they need to bring appointment verification into the Attendance/Deans' Office that morning

*Remember:* Your child cannot walk off of school property without prior notification from you. They must **ALWAYS sign out** in the Attendance/Deans' Office and get a pass.

**8. *What should I do if my child left for school with the understanding that I was going to arrange an appointment for him/her that day?***

Follow up with a call to the Attendance/Deans' Office at 570-8090 to excuse your child for the appointment so that he/she will be able to sign out to leave the building when they go to the Attendance/Deans' Office.

**9. *How do I reach my child from school for an appointment or for an emergency situation when he/she has no prior knowledge of the arrangements?***

Unexpected situations that require students to be pulled from class without their prior knowledge can be stressful for them. Nonetheless, we recognize that emergency situations do arise. In this event, **contact the Deans' Office** at 570-8225 in order to receive assistance.

**10. *What does an unexcused/truancy status mean?***

If the Attendance Office has not received a phone call from the student's parent or guardian **within 24 hours of the absence (before 8:00 AM the next school day)**, the student's absence will be considered **unexcused**. Any deviation from this procedure must be discussed with the Dean. Unexcused absences are defined as those absences which are not authorized and/or school related. In order to comply with School Code, the school reserves the right to determine if an absence is excused. The school considers the following reasons as examples of absences without valid cause (listed below), thereby resulting in an unexcused or truancy status:

- 1) Oversleeping
- 2) Car trouble
- 3) Missing the bus
- 4) Missing one class to study for another or make-up test and quizzes
- 5) Babysitting
- 6) Shopping
- 7) Extending prom weekend
- 8) Resting or preparing for special events or exams
- 9) Senior Ditch Day
- 10) "Cutting" class
- 11) Vacations

**11. *What if my child is late to school because he/she was at a medical appointment?***

If your child arrives late due to a medical appointment, he/she should follow these procedures:

- Students must report to the Deans' Office and sign in upon arriving to the building.
- Students must verify that they were late due to a medical appointment by **providing documentation** from the doctor's office when they sign in.
- Parents/guardians **must call the Attendance Office before the student arrives late** in order to verify that they were aware of the appointment and want it excused.

**12. *Do the procedures change if my child has an extended illness?***

In order to relieve some daily burden during situations such as this, Hinsdale Central allows a parent to make special arrangements with the Attendance Office to alleviate the need to call in each day. Once your child has been absent three consecutive days, if he/she is able to complete homework, contact the Guidance Office and your child's counselor will obtain assignments for you to pick up.

**13. *What does it mean if a student is considered excessively absent?***

- Any student who is absent for 10 days (in a single class or multiple periods) in one semester excused or unexcused will be considered as having excessive absences. Absences that result from participation in a school-related activity will not be counted in determining excessive absences.
- Once a student has been absent for 10 days (in a single class or multiple) of the semester, a doctor's note (licensed M.D. or nurse practitioner) will be required before an illness-related absence will be

excused. The doctor's note must be the original, legible copy on physician's stationary signed by the doctor or nurse, and presented to the Deans' Office upon the student's return. The note must state the date(s) the student was not able to attend school.

- A student who is excessively absent will be referred to the building Student Support Team, which will develop an individualized intervention plan designed to help remediate the attendance pattern.
- A student who has missed 5 days consecutively from school may receive a call from the school nurse and a medical documentation for the absences may be requested.

**14. If my student's absence is classified as excused, unexcused or truant, can all of the work be made up?**

When students are absent from school or if a student is suspended from school, s/he will be allowed to make-up missed work, including homework and tests for equivalent academic credit. Students may reach out to teachers to request class assignments.

- Student must make arrangements with teachers upon return to school and complete any test or quizzes within 2 days of the absences. If possible, it is encouraged that the student contact the teacher through the school email system during the absence to coordinate course work. If a student is unexcused from class on a day when a test/quiz or major assignment is due, the student must turn in the work or take the assessment the next day. Teachers have the option to give an alternative assessment.
- Any student who is absent 3 consecutive days or more will have the equal amount of days to complete and turn in class assignments and make-up any tests or quizzes.
- Students that have been coded truant (TRU) in attendance may be subject to an academic penalty for work missed (maximum of 75% on missed assignments).

**15. What will happen to my student if he/she is absent from school on the day of an activity or a sport?**

Students' primary responsibility is to attend school during the day in order to achieve their full academic potential. Therefore, student participation in any athletic or co-curricular activity requires a student to be present in school all day on the day of a practice, event, contest, or competition. **Students who are not in attendance on the on the day of a practice, event, contest, or competition will be ineligible to participate.**

- Students and parents/guardians will sign the Participation Policy as a part of their Athletic and/or Activity Code paperwork.
- Students must contact their coach or sponsor on the day of a practice or event to report that they missed part or all of the school day due to illness. This is true whether the practice is before school or after school. The goal is to have the students stay home in order to get well, to concentrate on lessons they missed that day, and to limit the spread of illness to teammates.
- If a student fails to report an absence, the coach or sponsor will levy a sanction against that student for a lack of responsibility and respect for the Participation Policy.
- If a student misses part of the school day due to a dental or medical appointment, funeral, observance of a religious holiday, or family emergency, the student must notify the coach or sponsor, who will determine if participation will be allowed on that day or not.

## HEALTH RELATED ISSUES

Comprehensive information can be obtained on the Health Services website, at <https://d86.hinsdale86.org/domain/70>  
You can also refer to the Student planner or call the school nurse, at (630) 570-8596.

**1. What do I do if my child forgot to take his/her medication or needs an initial dose of medication during school hours?**

This District 86 school policy, which is in compliance with state law, is designed to safeguard students' health. It surprises some parents to find out that the school nurse cannot administer medications to students without a Medical Authorization form signed by both a doctor and a parent/guardian. For unanticipated medication needs where no form is on file:

- If your student is aware of the need for medication but no form is on file, prior to school, arrange for a time to meet your student in Health Services where you will administer his medication.

- If your student is unaware of the need for medication, please call Health Services at 570-8596 for assistance in getting your child down to the office so you can administer the medication.

**2. *What should my child do if he/she gets ill during the school day?***

Tell your child to ask his/her teacher for a pass to go to the nurse when feeling ill while at school. The nurse will contact you if it is necessary to send your child home for the remainder of the day. She will coordinate with the Attendance/Deans' Office to have your child properly signed out of school so that the absence will be recorded as excused for medical reasons. If your child calls you directly asking to go home ill, please instruct him/her to go to the Nurse's Office rather than the Attendance/Deans' Office. It is important that the school is aware of the number of students absent each day due to medical reasons.

## MISCELLANEOUS QUESTIONS

**1. *Where should I park when I come to visit when school is in session?***

You may park in the angled parking spaces in the 55<sup>th</sup> Street drive, in front of the school. From 8:05 a.m. until 2:30 p.m. you may park in the parallel spaces in the front of the building and the parallel spaces by the gymnasium. Regardless of where you park, you will need to provide your license and the license plate number of your vehicle when you check into the building.

**2. *What are the procedures for parents visiting the building during the school day?***

In order to maintain a safe and secure environment, all visitors must enter the school at the main entrance on 55<sup>th</sup> Street and sign in at the greeter's desk. Prior to proceeding to their appointment, visitors will need to provide their driver's license/government issued ID, which will be scanned into a computer in order print out a visitor's pass. This pass with the lanyard must be worn while the visitor is present in the building.

**3. *Am I allowed to deliver an item to my child in his/her class?***

The academic environment needs to be maintained. Thus, lunches, flowers and other such items cannot be delivered to classrooms. Therefore, it is helpful to discuss these arrangements with your child before a situation occurs so s/he will know what to do if the need ever arises. In order to minimize the number of visitors entering the building, we encourage to drop off lunches in emergency situations only. Athletic items should be brought to the Bookstore Office.

**4. *How do I know my students bus route or if they are eligible for bus service?***

In order to provide improved safety and service to the students who live within the bussing area questions concerning bus routes or ridership should be directed to the Director of Deans. Information about specific bus routes will be distributed during summer registration, posted in the school, and available on the Hinsdale Central web page <https://d86.hinsdale86.org/domain/124> A student's routes will be printed on their student ID card.

The guidelines for riding the bus are as follows:

- a) You must live within the bussing area (1.5 miles or more) from the school.
- b) Students are to ride their assigned bus only.
- c) Upon entering the bus, students are to show their valid student ID to the bus driver.

NOTE: If you have lost your student ID card or if you have an authorized visitor, a temporary bus pass is to be obtained in the Deans' Office. Temporary bus passes do not replace student ID cards. A student will be provided up to two (2) temporary bus passes per semester. Students exceeding the two (2) temporary bus passes per semester will be charged a \$1.00 fee per pass requested.