

POLICY #19

**NOTIFICATION OF ABSENCE
WITHOUT VALID CAUSE K-8**

This 'Notification of Absence' policy requires A) attendance centers housing special education students from out-of-district to follow the below procedures and B) home districts to initiate parent contacts.

- A. In the event a Henry-Stark Counties Special Education District teacher reports an out-of-district student absent, without valid cause, the person in the attendance center charged with the responsibility of calling parents shall:
 - 1) notify the home district of each absent out-of-district student, informing the contact person from the home district of the student's absence
 - 2) provide notification to the home district within two hours after the first class
- B. Upon notification of a student absence by a Henry-Stark Counties Special Education District attendance center, the student's home district shall make reasonable efforts to telephone and notify the parent within the first two hours following the first class.

Approved 09/25/86

Attachment to Policy #19

<u>District</u>	<u>Contact Person</u>	<u>Number</u>	<u>Position</u>
Annawan	Mrs. Rosebeck	1-935-6623	Elementary Secretary
Atkinson	Mrs. Schehl	1-936-7814	Secretary to Superintendent
Bradford	Mrs. Taylor	1-897-4441	Elementary Secretary
Cambridge	Mrs. Hughes	1-937-2144	Secretary to Superintendent
Galva	Mrs. Bodine	1-932-2108/3943	Secretary to Superintendent
Geneseo	Mrs. Minnaert Mrs. White (alternate)	1-944-6853/6372 1-944-2159	Special Educ. Office Secretary to Superintendent
Kewanee	Mrs. Schiltz	853-3341	Secretary to Superintendent
Neponset	Mrs. Mowbray	594-2306	Secretary to Superintendent
Toulon	Mrs. Miller	1-286-3451	Elementary Secretary
Valley	Mrs. Streitmatter	1-695-6447	Elementary Secretary
Wethersfield	Mrs. Carpenter	853-4800	Elementary Secretary
Wyoming Grade	Mrs. Johnston	1-695-5181	Secretary to Superintendent
Wyoming High	--	--	--

Approved 09/25/86

School Code
Reference

SBE
1

In Compliance
Yes No

MENTS:

KINDERGARTEN

55. School districts are authorized to provide full-day Kindergarten and claim a full day attendance under the general state aid formula. Districts providing all-day, every-day Kindergarten must also provide half-day sessions for those children whose parents prefer that option.

10-22.18

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COMMENTS:

NOTIFICATION OF ABSENCE

56. The district complies with the requirement that the parent, legal guardian, or persons having legal custody of a child in grades K-8, is notified within 2 hours (of first class period) of the child's absence.

26-3B
Il. Rev. Stat.

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COMMENTS: