

Hawthorn School District 73

Hawthorn Middle School North

201 Hawthorn Parkway • Vernon Hills, Illinois 60061

Phone (847) 990-4400 • Fax (847) 367-8124

Robert J. Collins
Principal

Charity Trowbridge
Assistant Principal

August 21, 2019

Dear Parent/Guardian:

Welcome! We look forward to partnering with you to make sure your child has the opportunity to learn and thrive at our school during the coming year. A high priority for us is to ensure that every student attends school regularly.

Showing up for school has a huge impact on a student's academic success. Families play a key role in making sure students get to school safely every day. Student absences for reasons other than illness are strongly discouraged. We urge parents/guardians to arrange doctor, dentist, orthodontist and all other appointments for times when school is not in session. All other non-educational reasons for a child's absence should be avoided.

Please note that every absence needs to be reported to us. If your child will be absent from school, parents/guardians must call the school office before 9 a.m. each day of the absence to report/explain the cause of the absence. Report specific symptoms if the student is ill. This also applies to extended vacations taken during the school year. Note that vacations are not excused absences under Illinois School Code.

Schools are required to call a parent/guardian about a student if the student has not been marked present when attendance is taken, and his/her parent/guardian has not notified the school that the child will be absent. If a child's whereabouts cannot be determined, the police will be called. "Call in, call back" systems are designed to alert authorities as soon as possible that a child is missing after not reporting to school so that a search can begin quickly.

Absences can add up quickly. Since chronic absences can cause children to fall behind academically, we will notify parents via a letter when a student accumulates a certain number of absences.

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpack the night before.
- Ensure your children go to school every day unless they are truly sick.
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information, please contact our school's office at 847-990-4400.

Sincerely,

Robert J Collins
Principal