



Collaborative Attendance Procedure Elementary 2018-2019

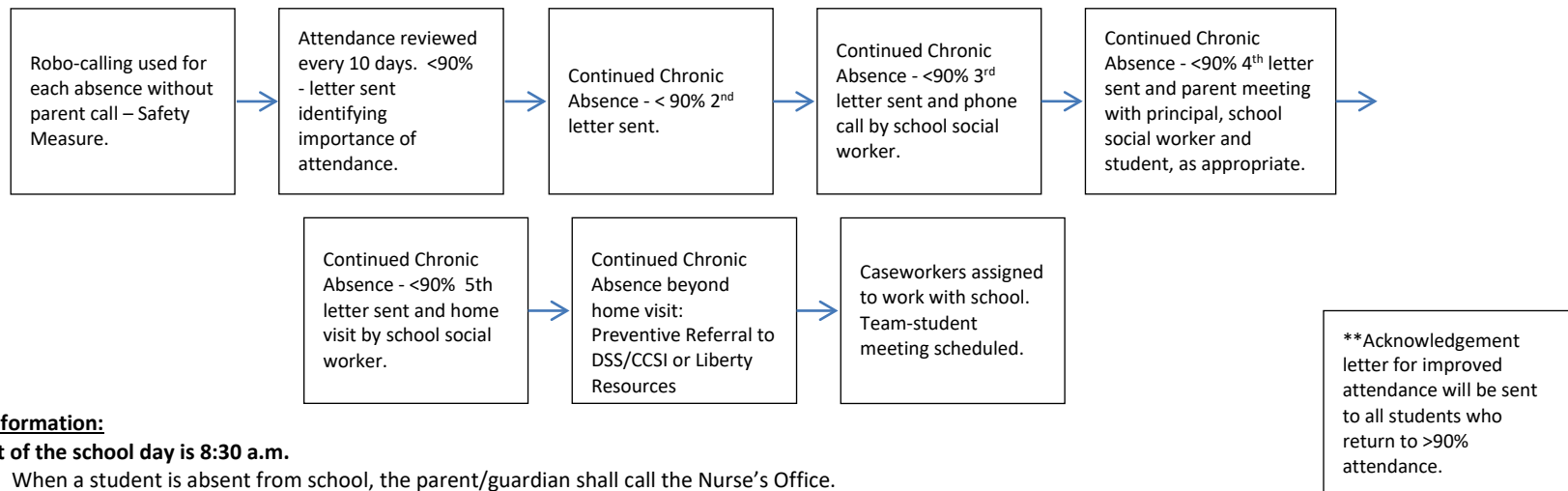


Response to Absence Procedures:

Purpose: To support students and families who are struggling with chronic absenteeism in a supportive, collaborative manner. Bright futures begin with good school attendance! To that end, the school, families and community partners will work to reduce chronic absenteeism through early intervention and supports.

Chronic Absenteeism: Students missing 10% of the school days, for any reason, whether excused or unexcused. These days can be consecutive or not. It is important to note: students who miss a couple days of school each month can be considered chronically absent.

*The flow chart below is a guide; steps and actions may vary based on circumstances.



Absence General Information:

- **The start of the school day is 8:30 a.m.**
 - When a student is absent from school, the parent/guardian shall call the Nurse’s Office.
 - A student arriving after 8:30 is marked Tardy.
 - The parent/guardian shall send a written excuse explaining the student’s absences upon the student’s return.
 - Any student absent for 5 consecutive days without a physician’s verification may be referred to a school social worker.
 - A physician’s excuse must be filed in the school nurses’ office for any absence exceeding 6 consecutive days.
 - Anticipated absences of more than 2 weeks should be referred for home tutoring.
 - SSW and or Principal should be notified at each step in case they are aware of extenuating circumstances that would excuse the family from this process.
 - At any point in this process if a child’s school attendance is having a negative impact on his school performance or emotional well-being a CPS report can be made