



Collaborative Attendance Procedure  
**Cortland Jr. Sr. High School**  
 2018-2019

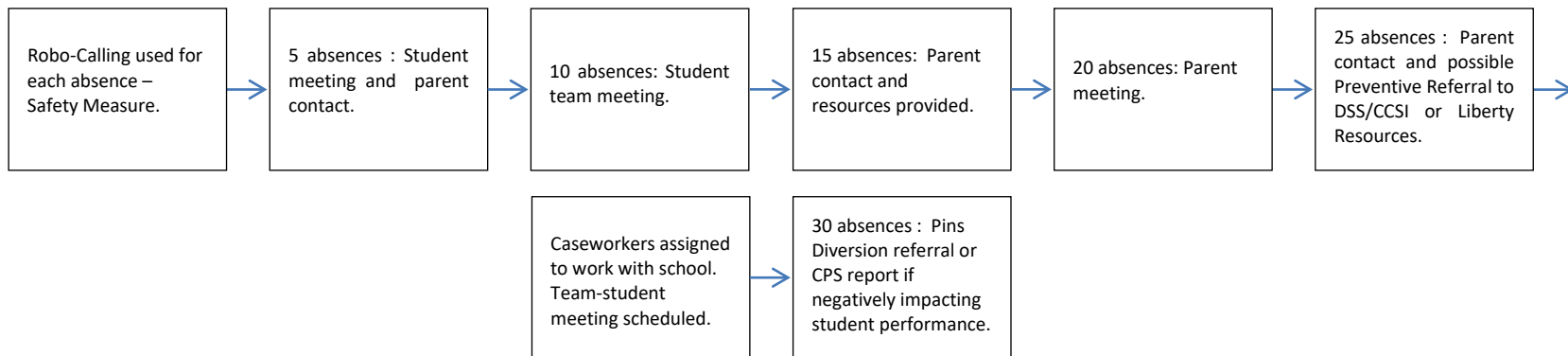


**Response to Absence Procedures:**

**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.

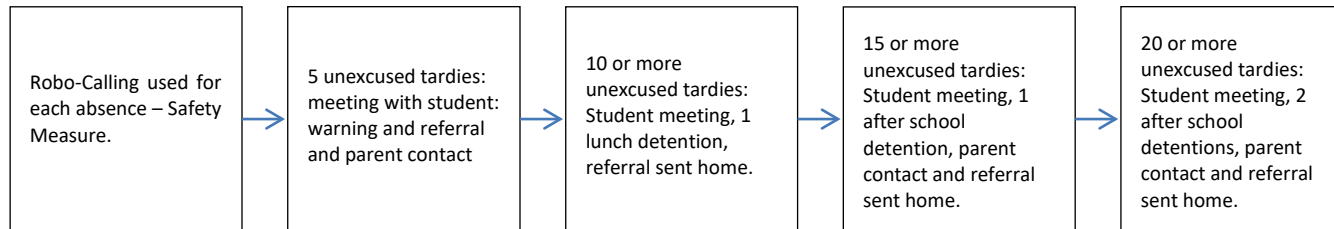
\*The flow chart below is a guide; steps and actions may vary based on circumstances.



**Absence General Information:**

- **The start of the school day is 7:50a.m.**
  - When a student is absent from school, the parent/guardian shall call the Attendance Office, 758-4110, ext 1326/1327
  - 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 will 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 excusing 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.

## Response to Tardiness Procedures:



## School Tardiness General Information:

- **The school day begins at 7:50.**
  - Any student arriving to school after 7:50 must report to the attendance office with a written excuse for being tardy.
  - Students arriving late to school will receive a pass signed by the Attendance Office. This pass will admit the student to class.
  - Penalties for unexcused tardies will be as follows:
    - 1<sup>st</sup> Referral – Warning
    - 2<sup>nd</sup> Referral – Lunch Detention
    - 3<sup>rd</sup> Referral – After School Detention and Parent Contact
    - 4<sup>th</sup> Referral – 2 After School Detentions and Parent Contact