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 7:35 a.m.
  - When a student is absent from school, the parent/guardian shall call the Attendance Office, 758-4110, ext 1004(HS)/1005(JH).
  - 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 school performance or emotional well-being a CPS report can be made.
**Response to Tardiness Procedures:**

- Robo-Calling used for each absence – Safety Measure.
- 5 unexcused tardies: meeting with student; warning and referral and parent contact
- 10 or more unexcused tardies: Student meeting, 1 lunch detention, referral sent home.
- 15 or more unexcused tardies: Student meeting, 1 after school detention, parent contact and referral sent home.
- 20 or more unexcused tardies: Student meeting, 2 after school detentions, parent contact and referral sent home.

**School Tardiness General Information:**

- The school day begins at 7:35.
  - Any student arriving to school after 7:35 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:
    - 1st Referral – Warning
    - 2nd Referral – Lunch Detention
    - 3rd Referral – After School Detention and Parent Contact
    - 4th Referral – 2 After School Detentions and Parent Contact