



Collaborative Attendance Procedure Cortland Jr. Sr. High School 2020-2021

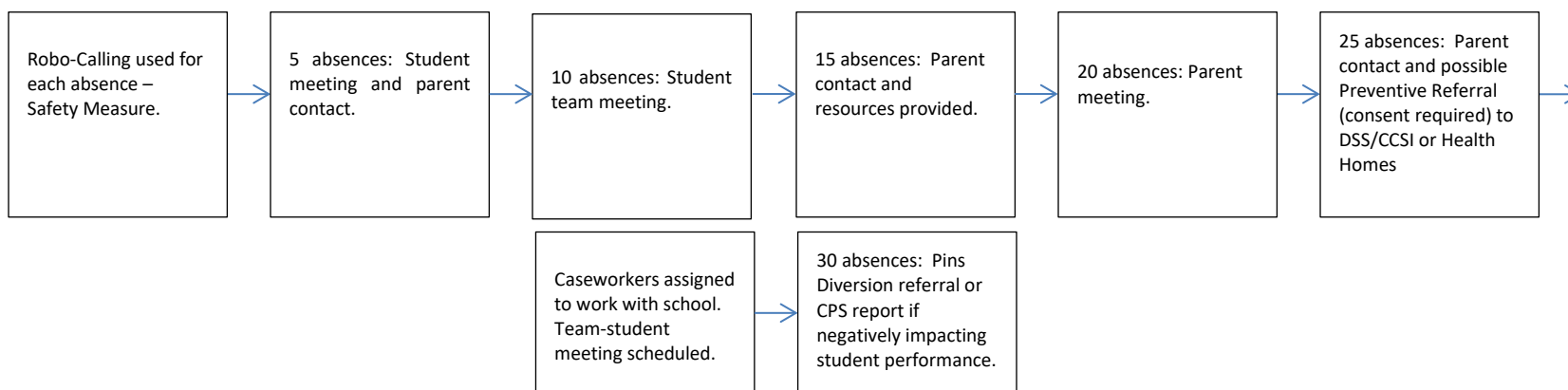


Response to Absence Procedures:

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. Attendance and chronic absenteeism will be addressed for students who are participating in both in-person and remote learning.

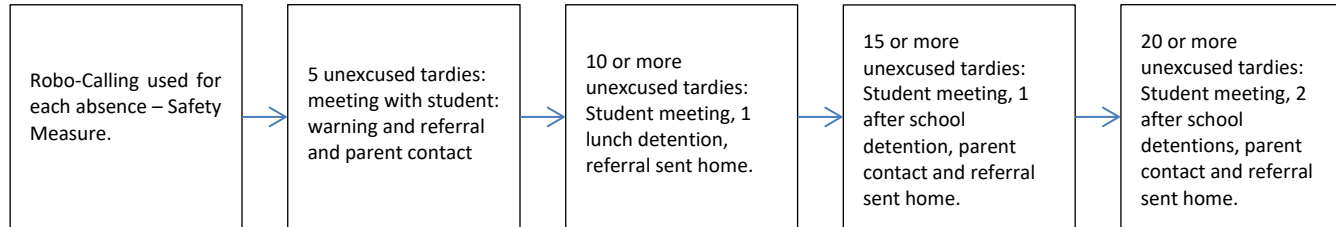
*The flow chart below is a guide; steps and actions may vary based on circumstances.



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:



School Tardiness General Information:

- **The school day begins at 7:35.**
 - **Students should report directly to Advisory upon arrival.** Any student arriving to school after 7:35 should report to the main office with a written excuse for being tardy. **The student will complete the entry health screening and proceed to Advisory or 1st period.** 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