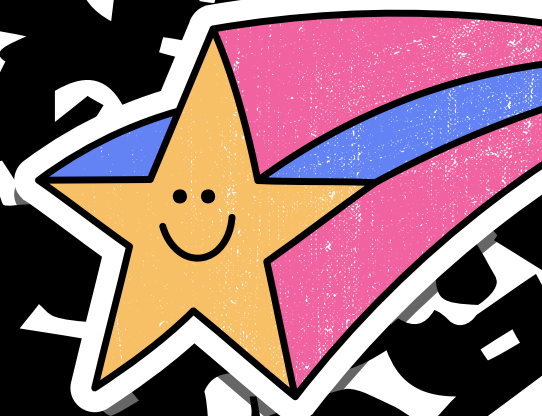
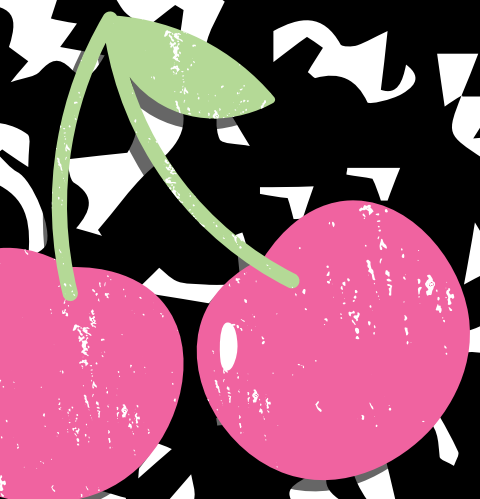


COOL

NORRIDGE SCHOOL DISTRICT 80

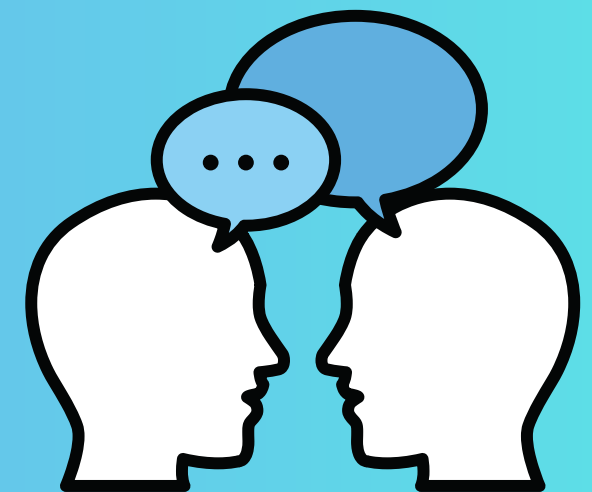
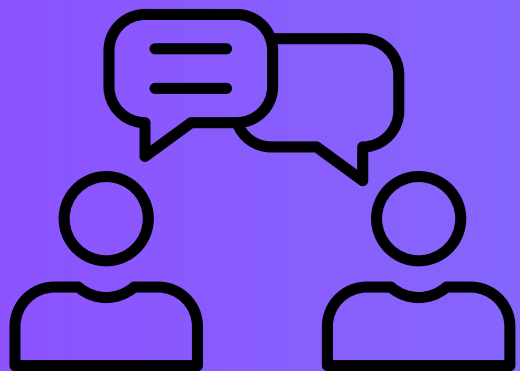
Communication, Attendance and
Tardy Protocols

2023-2024



Family Communication

- **Tier 1 - for all students can be electronic**
- **Tier 2/Tier 3 - Any communication specific to a student will be via phone call or in person meeting**
- **If a parent emails a staff member, the staff member may respond, but if more correspondence is necessary, the staff member will call**

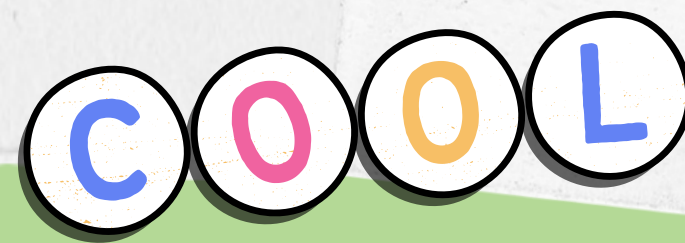


3 Tiered Approach

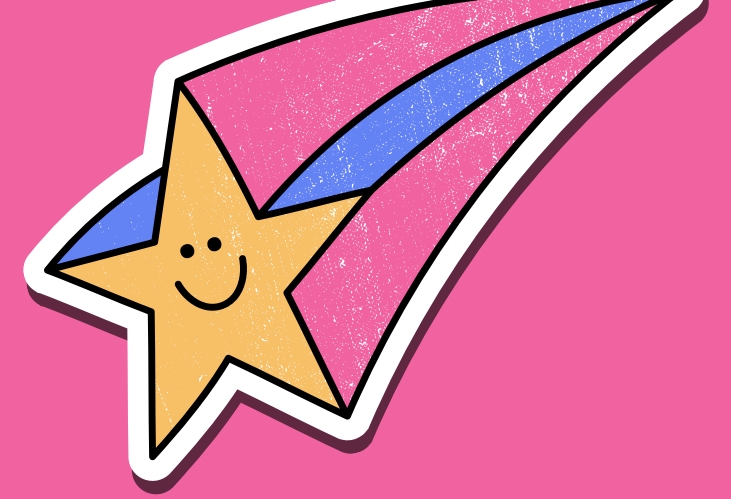
<i>TIER 1 -</i> <i>Universal Support</i> <i>80% of students</i>	<ul style="list-style-type: none">• May be communicated electronically (Remind, Dojo, RingCentral texting)<ul style="list-style-type: none">• information for all (class, group, grade, etc)• Example: Texting out “We have a test on Friday - remember to study!”
<i>TIER 2 -</i> <i>Small Group Support</i> <i>15% of students</i>	<ul style="list-style-type: none">• a phone call or in person conference with teacher.<ul style="list-style-type: none">• Information pertaining to individual and/or a smaller group/percentage of students.• Information may be academic or SEB in nature.• Example: “Your student could benefit from after school tutoring”• Log in Branching Minds
<i>TIER 3 -</i> <i>Individual Student Support</i> <i>5% of students</i>	<ul style="list-style-type: none">• a phone call and/or in person conference with administration<ul style="list-style-type: none">• Academic- lack of progress through tier II• SEB- lack of progress through tier II, majors/office managed referrals• Example: “Your student is not making expected progress in our Tier II group. When can we meet to problem solve?”• Log in Branching Minds

Why are we focusing on attendance?

- Academic Growth
- Social and Emotional Growth
- Supportive family outreach
- Providing early interventions and resources to support students in attending school
- Family and student accountability for attendance

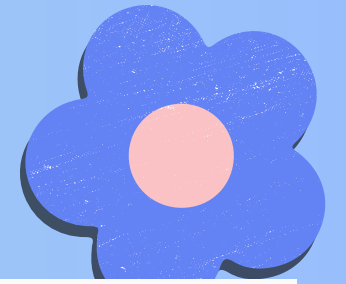


3 Tiered Approach

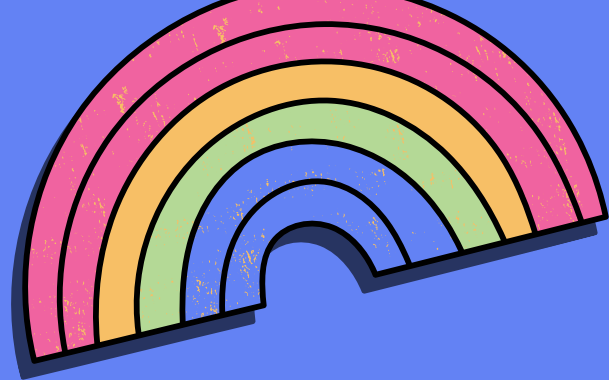


TIER 1 - Universal Support 80% of students	<ul style="list-style-type: none"> ➤ For ALL Students; <ul style="list-style-type: none"> ○ Establish expectations about being at school on time, everyday. ○ Communicate with parents about the importance of being in school and on time. Share strategies that they can use at home in this area. ○ Routines and celebrations focused around student attendance. ○ Recognition of good attendance. ○ Staff follow up when a student is absent (i.e. call home from administrative assistant and/or school nurse). ○ All students greeted in a positive manner to promote a sense of belonging.
TIER 2 - Small Group Support 15% of students	<ul style="list-style-type: none"> ➤ If a student has 5 absences: <ul style="list-style-type: none"> ○ A phone call will be made to the parent/guardian. ○ A meeting with the student (when in attendance) will be scheduled.
	<ul style="list-style-type: none"> ➤ If a student has 7 absences: <ul style="list-style-type: none"> ○ An in-person parent/guardian meeting* is requested which may include the Principal and/or Social Worker. ○ Student will begin CICO
TIER 3 - Individual Student Support 5% of students	<ul style="list-style-type: none"> ➤ If a student has 9 absences: <ul style="list-style-type: none"> ○ A phone call will be made to the parent/guardian. ○ A follow-up email to parents/guardians. ○ An in-person parent/guardian meeting* with Assistant Principal and/or Social Worker ○ A behavioral intervention plan will be developed/revised.
	<ul style="list-style-type: none"> ➤ If a student has 12-14 absences: <ul style="list-style-type: none"> ○ Home visit by school administrator and school social worker or school psychologist. ○ The Principal reserves the right to request the Norridge Police Department to authorize a ticket to parent/guardian. ○ The Principal will attend court to work with the family and the local judicial system to support family needs.
	<ul style="list-style-type: none"> ➤ If a student has 15+ absences: <ul style="list-style-type: none"> ○ Regional Office of Education (West40) is contacted for additional support.

Why Focus on Tardiness?



- **Tardy minutes add up to significant amount of loss of instructional time and community building**
- **Students are missing Advisory or Morning Meeting**
 - **This is where a bulk of the SEL instruction occurs**
- **Tardiness is often a family issue**
 - **We are looking to offer support and guidance for families**
 - **Communication with parents offers us an opportunity to open up conversations on how to best meet the needs of our families**



Student Tardy Protocol



TIER 1 - Universal Support 80% of students	<ul style="list-style-type: none">➤ For ALL Students;<ul style="list-style-type: none">○ Establish expectations about being at school on time, everyday.○ Communicate with parents about the importance of being in school and on time. Share strategies that they can use at home in this area.○ Routines and celebrations focused around student attendance.○ Recognition of being on-time.
TIER 2 - Small Group Support 15% of students	<ul style="list-style-type: none">➤ If a student has 3 tardies:<ul style="list-style-type: none">○ A phone call will be made to the parent/guardian.○ A meeting with the student (when in attendance) will be scheduled.
	<ul style="list-style-type: none">➤ If a student has 4-5 tardies:<ul style="list-style-type: none">○ A phone call will be made to the parent/guardian.○ A follow-up email to parents/guardians.○ A meeting with the student (when in attendance) will be scheduled.
	<ul style="list-style-type: none">➤ If a student has 6-8 tardies:<ul style="list-style-type: none">○ A phone call will be made to the parent/guardian.○ An in-person parent/guardian meeting* is requested which may include the student, administrator and/or Social Worker.
TIER 3 - Individual Student Support 5% of students	<ul style="list-style-type: none">➤ If a student has 9-11 tardies:<ul style="list-style-type: none">○ A phone call will be made to the parent/guardian.○ A follow-up email to parents/guardians.○ An in-person parent/guardian meeting* with Principal and/or Social Worker.○ A behavioral intervention plan will be developed/revised.
	<ul style="list-style-type: none">➤ If a student has 12+ tardies:<ul style="list-style-type: none">○ Home visit by school administrator and school social worker or school psychologist.○ The Principal reserves the right to request the Norridge Police Department to authorize a ticket to parent/guardian.○ The Principal will attend court to work with the family and the local judicial system to support family needs.

Other Serving Schools

- We monitor attendance records for students attending Other Serving Schools
- If a student exhibits a pattern of absences or tardies, District 80 School Administration is in contact with the Other Serving School's administration

