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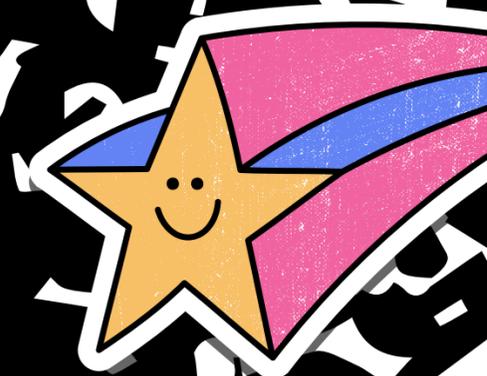
# NORRIDGE SCHOOL DISTRICT 80

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Communication, Attendance and  
Tardy Protocols

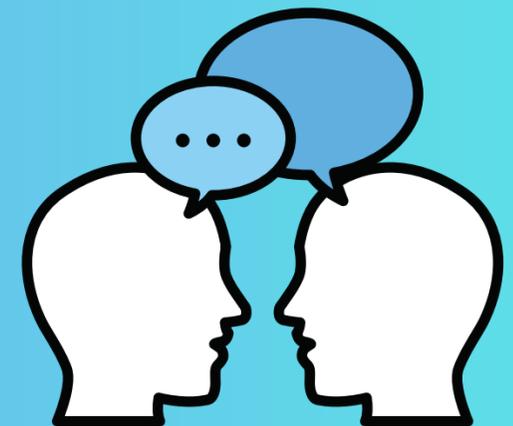
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2023-2024



# 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



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



# 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**



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# 3 Tiered Approach



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

# 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



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

# 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**

