NSD 80 ATTENDANCE AND TARDIES

SEPT 16, 2025

Attendance Policy and Supports

TIER 1 - **Universal Support** **80% of students**	➢ For ALL Students; ○ 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. ○ Once a student has 5 absences, an email will be sent from the Assistant Principal notifying parents of the number of absences. ○ Parents will receive an attendance record at Parent Teacher Conferences.
TIER 2 - **Small Group Support** **15% of students**	If a student has 9 absences: ○ A phone call will be made to the parent/guardian. ○ A meeting with the student will be scheduled, when applicable
	If a student has 13 absences: ○ An in-person parent/guardian meeting* is requested which may include the Principal and/or Social Worker. ○ The student will begin Check-In-Check-Out, when applicable. ○ The Regional Office of Education is contacted for additional support.
TIER 3 - **Individual Student Support** **5% of students**	If a student has 15 absences: ○ 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, when applicable.
	If a student has 17 absences: ○ School administrator and mental health profession may conduct a home visit ○ The principal may request the Norridge Police Department to authorize a ticket to parent/guardian. ○ If necessary, the Principal will attend court to work with the family and the local judicial system to support family needs.

Tardy Policy and Supports

TIER 1 - **Universal Support** **80% of students**	➢ For ALL Students; ○ 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. ○ Assistant Principal will send an email when a student accumulates 5 tardies
TIER 2 - **Small Group Support** **15% of students**	➢ If a student has 9 tardies: ○ A phone call will be made to the parent/guardian. ○ A follow-up email to parents/guardians. ○ A meeting with the student will be scheduled, when applicable.
	➢ If a student has 13 tardies: ○ 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**	➢ If a student has 16 tardies: ○ 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.
	➢ If a student has 19+ tardies: ○ Home visit by school administrator and school social worker or school psychologist. ○ The Principal may request the Norridge Police Department to authorize a ticket to parent/guardian. ○ If necessary, the Principal will attend court to work with the family and the local judicial system to support family needs.

Celebration Options

- Stay Cool, Come to School!!
  - Freeze pops will be the Reward for the top grade level
- Trimester recognition pizza party

Celebrations & Incentives

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