

NORTHTOWN ACADEMY PUMAS

2026–2027 Family Attendance & Hallway Policy Guide

Parent & Family "Need to Know" Summary

At Northtown Academy, instructional time is sacred and student safety is our top priority. High school grades are based on Meeting Attendance (attending each individual class period), not just swiping in at the front door in the morning.

1. Key Absence Milestones & Interventions

Unexcused daily absences trigger immediate same-day phone calls home. Over the course of the school year, course absences lead to the following mandatory interventions:

Absence Benchmark	Action Taken by School
3 Days Absent	Required attendance communication sent home.
5 Days Absent	Parent/Guardian Conference called and a Home Visit is conducted.
15 Days Absent	Mandatory formal conference with Student Services, Deans, ILT, and student stakeholders.
20 Days Absent	Students receive an <u>Incomplete grade</u> and <u>must complete an attendance summer course (\$75)</u> to unlock their final course grade.

**Note: Attendance and tardy totals accumulate across the entire school year for year-long courses (they do not reset at the semester).*

2. Tardy Policy & Hallway Guidelines

Arriving to class on time ensures students do not miss essential instruction:

- Tardy (T): Arriving within the first 5 minutes of class.
- Late to Class (LC): Arriving more than 5 minutes late to class.
- 3rd Tardy (week): Triggers one 30-minute detention.
- 2nd tardy (day): Triggers one 30-minute detention.
- 1st Late to Class (LC): Triggers one 30-minute detention.
- Hallway Sweeps / Loitering: Students in halls during 'Clear the Halls' sweeps receive a log for loitering (1 detention). Unserved detentions place students on the No-Privilege List.

3. Hallway Pass Rules (Minga App)

To keep hallways secure and limit classroom disruption, all hall passes follow strict standards:

- 10/10 Rule: No hall passes permitted during the first 10 minutes or last 10 minutes of class (medical/504 exceptions apply).
- 1-in, 1-out: Only one student may leave the classroom on a pass at a time.
- 10-Minute Limit: Time out of class must be kept to 10 minutes or less.
- Minga App Sign-Out: Students must sign out using the Minga App before leaving class.

4. Ladder of Tardy Consequences (Resets Quarterly)

- 1st Tardy: Restorative conversation with teacher; logged in PowerSchool.
- 2nd Tardy: Restorative conversation; teacher assigns 30-min detention and notifies admin/parents.
- 3rd Tardy: Parent contact warning of grading impact; detention assigned; mandatory in-person parent meeting scheduled with Administration.
- 4th+ Tardy: Behavior managed as a safety concern. Reassigned to Deans/Admin for potential exclusionary discipline, Saturday Academy, safety plan, contract, or escort.

5. Communication & Tech Portals for Families

- PowerSchool: Monitor student's live meeting attendance, tardies, and academic grades.
- Ensure you can connect to PowerSchool (<https://ps.chicagointl.org/public/>) and are linked to your student's PowerSchool account to check your student's grades and attendance regularly.
 -  [How to register a PowerSchool parent account_5 languages.pdf](#)
- Attendance Questions & Corrections: Email attendance@cicsnorthtown.org
- Deans Office: Contact deans@cicsnorthtown.org

Family Pro-Tip: Help ensure your Puma arrives before 8:00 AM daily! If your student swiped in after 8:00 AM, they will be marked in transition (Tr) and must report immediately to class so their teacher can convert it to an accurate attendance entry.

What does each PowerSchool ABSENCE code mean?	
A	Absent Unexcused. You were NOT in class and were marked absent. • If a parent/guardian does not call the main office to notify the school of an absence, your student will be marked as "A". This is an unexcused absence and your student may not be able to make-up the work that was missed within their class.
AE	Absent Excused. You were NOT in class, but a parent or guardian notified the main office of an illness or a family emergency. • A student will receive an excused absence "AE" if a caregiver reports their absence due to illness. Students will be able to make-up the work that was missed.
ER	Early release. This counts towards your 20 absences. • Limit early dismissals. When students leave school early and miss class, it will add to the 20 absences in the Attendance Policy.
R	Truant. You are in school and purposefully skipping class. • Truancies result in detentions and consequences while also adding to the 20 absences in the Attendance Policy.
AE-MH	Mental Health Day. You receive 5 mental health days per year that do not count towards your 20 days. • A student will receive an excused mental health absence "AE-MH" if a caregiver reports the absence as a mental health day (students receive 5 mental health days per year.)
DE	Doctor's Excused. This code means you were NOT at school but you provided a doctor's note to the main office. • If a student visits the doctor and submits a doctor's note to the main office, the absence will be doctor's excused "DE".
C	College Visit. 12th grade students may have TWO college visit days excused. • A student will receive a college visit absence "C" if a senior or caregiver shares documentation of an official tour of a 2-year college, 4-year college, or trade school with a counselor. Students must schedule an official tour of the college campus on the college website under "Tour" or "Campus Visit." Showing up and walking around campus without an official tour will not count as a College Trip in their attendance.
B	Bereavement. Students grieving a death do not count towards your 20 absences. • If your family has suffered a loss, notifying the office will ensure your student is excused and marked as "B" for bereavement
G	Religious Holiday. Celebrating a religious holiday do not count towards your 20 absences • A student will receive an excused religious holiday absence "G" if a caregiver reports the absence and shares the name of the religious holiday.
HH	Hospitalization. Your absences while you are in the hospital do not count towards your 20 days with a note provided to the main office. • If your student is receiving medical treatment within a hospital setting, they will be marked as "HH."
A, AE, ER and R absences count towards the 20 absences in the attendance policy. AE-MH, DE, C, B, G, and HH absences are exempted absences and do not count towards the 20 in the course.	