



CREECS ATTENDANCE AND TARDY POLICY

ATTENDANCE AND EXCUSED ABSENCES

By law, all students must attend class a minimum of 170 days of the 180-day school year, excluding excused absences as defined by CREECS.

In accordance with state law, it is the policy of CREECS that the only excused student absence or excused tardiness is for illness or for an appointment with a physician, illness, death in family, observance of recognized religious holiday or other health services that must be scheduled during school hours. Family compliance with this policy is crucial to the progress of each student and the smooth functioning of the class unit. Absences for reason other than these listed are not excused.

Truancy, suspension and personal vacations are unexcused absences.

A child who has been ill should return to school only when well enough to participate fully in all activities.

Please notify the school Administrative Assistant by 7:15am every day your child is absent.

If an explanation is not provided within three (3) days after an absence, the absence will be treated as unexcused.

Upon written request from the Parent/Guardian, the school Principal may approve prearranged absences. Approval will be granted when the absence is of significant benefit to the student. All schoolwork that happens during the absence must be completed satisfactorily.

Upon a student's 15th total absence within an academic year (including all excused and unexcused absences combined), a note from a physician or prior written approval from the Principal will be required for any future absences to be excused.

Failure to comply with this policy will result in referrals to the Department of Social Services and Family Court for educational neglect.

TARDINESS

Students are expected to be in their assigned area each morning at 7:30am. Students who arrive after this time are officially tardy. Any student who arrives after 7:30am must be accompanied by a parent and report to the Front Office to sign-in and receive an Office to Homeroom Pass before proceeding to class. In order to prevent interruption of instruction, students should not be accompanied by parents to their classroom.

Tardy code violations are cumulative and will receive the following consequences:

1st Violation: Notification of parents

2nd Violation: Notification of parents and student conference with teacher

3rd Violation: Loss of recess: 10 minutes

Upon the sixth unexcused tardy in a school year, an in-person parent conference will be required. After a parent conference has been attempted, and if a pattern of frequent unexcused tardies continues, three or more, the student will serve lunch detention and lose 10 minutes of recess for every tardy thereafter.

Persistent tardiness may result in other consequences to be determined by the Principal, including non-promotion.