

## CRLS Attendance Policy (2009-2010)

CRLS uses a block schedule, which means that attendance at each class is vital to successful learning. Under our system, students are expected to be in each class a minimum of 95% of the time (i.e., students should not be absent from classes more than four (4) times each quarter to achieve this goal).

- a) Parents/Guardians must call the school to give notification of an absence by no later than the morning of the absence.
- b) If a call is not made, a note from the parent/guardian or the student's medical provider is due on the day the student returns to school.
- c) In instances of chronic or irregular absence reportedly due to illness, the student's dean may request a physician's statement certifying such absences to be justifiable.
- d) If an extended absence of a student is foreseen, the parent/guardian should contact the student's guidance counselor to make arrangements for completion of academic requirements.
- e) A student who is truant, chronically absent or tardy will be referred to the Office of Safety and Security. The Director of Safety and Security, after consultation with the appropriate administrator, will review each matter and initiate correction action which may include referral to the Middlesex County Court if the student is deemed to require additional services under the direction of the Court.

Excused absences, including verified personal illness, will not be counted against a student and will not result in the issuance of an Attendance Violation if the absences fall into the following categories.

- a) absences attributable to personal trauma; grieving, death in the family.
- b) observance of a religious holiday
- c) medical appointments or counseling visits that absolutely cannot be made outside of school hours
- d) legal matters requiring a personal appearance
- e) suspensions in and out of school
- f) school-related trips, assemblies or meetings
- g) college visits (two days in junior year and three days in senior year)
- h) one trip or educational experience of no more than five days during a student's years at the high school

Four unexcused absences in any class, however, will result in an Attendance Violation Failure. In this case, a grade of F will be issued for the term grade by the Dean of Students. In addition, three unexcused tardies to class will be counted as one unexcused absence.

Unexcused absences include:

- a) Truancy from school or from individual classes
- b) Trips not approved in advance by the principal
- c) Looking for employment without the approval of the principal

- d) Staying home to avoid an examination in a given subject or to study for an examination
- e) Leaving the school building during the school day without signing out in the dean's office
- f) Oversleeping or otherwise being tardy to school (Three unexcused tardies will be counted as one unexcused absence)
- g) Remaining on or near school grounds, but not attending assigned classes
- h) Any other absence that is not excused or any excusable absence that is not reported by a parent/guardian by a phone call or written note from a parent/guardian or the student's medical provider upon the student's return to school

Students who have been issued an F due to an Attendance Violation will have the right to appeal to the Appeals Review Committee at CRLS. The committee consists of the Principal, Assistant Principal, and the student's Dean of Students within ten (10) days of the issuance of the failing grade. If the appeal is denied, the parents/guardians may within ten (10) days of the denial, submit a written appeal to the Superintendent of Schools for his/her review. The decision of the Superintendent will be final.

#### AV Buy-Back Opportunity

At CRLS, it is our goal to help each student be successful even when they have accumulated unexcused absences or tardies. A student who has a pattern of excessive cutting or tardiness that could result in an attendance violation failure may be eligible for a buy-back opportunity. The student's Dean of Students will determine if the student is eligible to have a contract which will identify the specific requirements. Students who fail to complete the terms of the contract will receive a failing grade for the term.

#### Special Notice Regarding Influenza

CRLS will follow state and local guidelines related to responses to influenza. Current guidelines encourage anyone with flu-like symptoms to stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Students should stay home even if they are using antiviral drugs. The amount of time needed to stay home may accumulate to 5-7 days or longer. CRLS recognizes that not all students will be able to provide a note from a medical provider in this instance, and will rely on verification from a parent/guardian if a medical note is not easily obtained.

In the event of an absence from school less than 10 days, parents/guardians should contact the Dean of Students to report the absence and also the student's guidance counselor to make arrangements for work that might be made up at home. In the event of a prolonged absence (2 weeks or longer), CRLS will aim to provide homebound instruction.