



TARDY, ABSENCE AND MAKE-UP WORK POLICIES

TARDINESS POLICY:

All students are expected to be in class on time to avoid unnecessary disruptions to learning.

A tardy log will be kept on all classes. A student is allowed to arrive tardy to class three times during any grading period. The tardy policy resets to zero after the end of each 6 week grading period.

- 3rd unexcused tardy in any class or homeroom-Warning by teacher
- 4th unexcused tardy-Referred to Administration detention.
- 5th unexcused tardy-Referred to Administration detention or suspension.
- 6th and additional unexcused tardies-Referred to Admin for detention or suspension.

*Discipline for grades K-5 will be administered with Administration's discretion.

ABSENCE POLICY:

Attendance at school is essential to achieve the full benefit of the Core Knowledge, Core Knowledge Language Arts, Core Virtues, and Eureka Math, and our full curricula. In addition to work assignments and assessments, students lose out on crucial class discussion that enriches the learning experience.

The school office must be informed by telephone or email of a student's absence before 11:00 AM of the day of absence. If the absence was due to a medical appointment, a medical note confirming treatment should be provided to the office as well.

Note: A student's absence without a telephone call or written excuse will be marked UNEXCUSED.

Please note that ten days of unexcused absence must be reported to the Department of Social Services and the Solicitor's Office.



The CCA school board approved the following revised attendance policy on June 17, 2020.

- Students must not miss more than 18 days (excused or unexcused) during the school year to avoid retention..
- An appeal procedure will be available for **extraordinary** circumstances.
- If a student reaches the 18 absences, information on appeal will be sent to the family.

The maximum allowable absences are cumulative for the entire academic year, and include **both excused and unexcused** absences.

Note Daily Attendance: To be counted present for the day, a student must be in attendance at least one-half of the student's regular, full-length school day.

(Early dismissal-11:30 a.m. or later) (Late arrival 11:30 a.m. or earlier)

No student is eligible to go on any field trip or school sponsored activity that results in the loss of class time without prior permission of a school administrator when that student has reached the maximum number of class absences.

When cumulative excused absences exceed 10 days, a statement from a physician will be required to excuse any further absences.

MAKE-UP WORK POLICY:

A student will be required to make up missed work within three school days of an absence. If a student is absent for more than one day, the make-up work for the first missed day will be due three school days after the first day the student returns to school; the make-up work for the second missed day will be due four school days after the first day the student returns to school; the make-up work for the third missed day will be due five school days after the student returns to school; and so forth. The teacher will arrange with the student any make-up exams or quizzes. A zero will be recorded for work received after ten additional school days, unless otherwise specified in the class syllabus and/or approved by the teacher.