

# CREC Montessori Magnet School

# Attendance Policy

2024-2025 School year



Accredited by Association Montessori International/USA

## **Policy Summary:**

Connecticut State law requires parents to cause their children five years of age and over and under 18 years of age to attend school regularly during the hours and terms the public school is in session. Classroom learning experiences are the basis for public school education. Time lost from class is a lost instructional opportunity. The CREC Council requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent. Guidelines for addressing absences and tardiness are contained below.

“A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.” (CT State Board of Education)

## **Excused Absences:**

<b>Total # of Days Absent</b>	<b>Acceptable Reasons for a Student Absence to Be Considered <u>Excused</u></b>	<b>Documentation Required</b>
1-9	Any reason that the student's parent/guardian approves	Phone call, email, <b><u>OR</u></b> a note
10 and above	<ul style="list-style-type: none"><li>● Student illness, verified by a licensed professional, regardless of the length of absence</li><li>● Student's observance of a religious holiday</li><li>● Death in the student's family or other emergency beyond the control of the student's family</li><li>● Mandated court appearances (additional documentation required)</li><li>● Lack of transportation normally provided by the district of residence</li></ul>	Notify the school (phone or email) <b><u>AND</u></b> written documentation form  *Written documentation form must be submitted within 10 school days

## **Unexcused Absences:**

A student's absence from school shall be considered “unexcused” unless they meet one of the following criteria:

- 1) The absence meets the criteria of an excused absence (see table above).
- 2) The absence meets the definition of a disciplinary absence.

## **Absences Related to Vacations or Trips While School is in Session:**

We **strongly discourage** parents and guardians from taking students out of school for vacations or trips while school is in session. Such absences cause students to miss important curriculum and instruction, collaborative work, tests and assignments that are essential for learning and academic success. These absences will **not** be considered excused absences.

## **Tardiness:**

Arriving for each school day **on time** is a critical component of each student's academic and social development. Students who arrive late to school or who leave early cause significant disruption to the teaching and learning process, not only for all staff and students, but also for the student who is arriving late or leaving early. Students who are not in their classrooms by **9:00AM** are considered tardy. Families of students who demonstrate excessive tardiness will be asked to meet with the Attendance Committee for solution-oriented approaches to address tardiness.

## **Truancy:**

- A student is considered **chronically absent** when at least 10% (**18 absences**) of school days are missed.
- A student aged 5-18 with **4 unexcused absences in one month or 10 unexcused absences in a school year** will be considered truant.
  - 5 unexcused absences = letter sent home
  - 10 unexcused absences = meeting with Attendance Committee
  - 18 unexcused absences = school may file with the Department of Children and Families to enlist further support for a family

## **Reporting an Absence:**

- 1) Call Main Number: 860-757-6111 and include the following information:
  - a) Student Name
  - b) Teacher's Name
  - c) Reason for Absence
  - d) Contact Phone Number
- 2) Email [montessori@crec.org](mailto:montessori@crec.org) and include the following information:
  - a) Student Name
  - b) Teacher's Name
  - c) Reason for Absence
  - d) Contact Phone Number

## **Attendance Resources:**

1. Make an appointment to work on an [2024-2025 Attendance Success Plan](#)
2. McKenny Vento Grant for Homeless families
  - a. Contact our Family and Community Engagement Coordinator
3. CREC Cares provides help through the CREC Foundation
4. Office of Family and Student Support
  - a. Family and Community Engagement Coordinator can refer your family to receive support.
5. School Transportation
  - a. Hartford residents having issues with the bus need to call (860)-695-8547
  - b. Suburban residents having issues with RSCO transportation need to call (860) 524-4077
6. Department of Children and Family (DCF)
  - a. DCF can find resources for any issues preventing you from bringing your child to school.
7. Attendance Works
  - a. Visit [attendanceworks.org](http://attendanceworks.org) for more information, they have lots of resources.

**Attendance Policy Acknowledgement**

I have read and acknowledge CREC Montessori Magnet School's Attendance Policy and agree to the conditions outlined in this document.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_