

Absences and Tardies:

The Connecticut state law requires parents/ guardians be made aware of their legal obligation to ensure their child attends school. Attending school regularly helps children feel better about school and themselves. Start building this habit in pre-kindergarten and kindergarten so they learn right away that going to school on time, everyday is important. Chronic absenteeism is an early indicator of future academic difficulty. Help us prepare your child for their bright future by getting them to school everyday and on time!

Tardy (arriving late):

If your child arrives at school after 9:45, then he/she is considered **tardy**; you will need to sign them in at the office and receive a tardy slip.

If your child arrives after 10:00 am and needs breakfast, please stop by the cafeteria window to pick up a “cold pack” breakfast.

Bring the **tardy** slip to your child’s teacher when you take them to the classroom.

If your child is tardy more than 10 times during the school year, the principal or assistant principal will meet with you in order to work together to help you get your child to school on time.

Absences:

If your child is going to be **absent** from school, please call the school by 10:15am and leave a message on the attendance message line (option #2).

Whenever a student is **absent** from school, no matter what the reason or circumstance, a note from the parent or doctor must accompany the student upon his/her return to school. We need this note in addition to your phone call to inform us that day of his/her absence. *The note should include the following information:

- Date the note is written
- Name of the student absent
- Reason for the absence
- Date of the absence
- Signature of the parent/guardian or physician if the note is a hard copy

In order for a child to be considered “In Attendance” for the school day, they must be at school for more than 1/2 of the day (3 1/4 hours) Arrival after 12:45pm is considered an absence.

Excused Absences:

For absences **one** through **nine**, a student’s absences are considered **excused** when the student’s parent/guardian approves such absence and submits appropriate documentation*. For the **tenth** absence and all absences thereafter, a student’s absence from school is only considered **excused** for the following reasons and must have a parent note and, in

cases of illness, an MD note accompanying them when they return to school:

- Student illness, verified by an appropriately licensed medical professional, regardless of length of absence
- Student's observance of a religious holiday
- Death in a child's family or other emergency beyond the control of the student's family
- Mandated court appearance
- Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education.

Unexcused Absences:

A student's absence is considered **unexcused** if:

- there is no phone call or note from the family.
- after the ninth absence, if the absence is due to a family vacation/trip or holiday.
- It is important that parents and guardians understand that extended absences may severely impact your child's learning, relationship building, and school routine.
- If a student accrues four **unexcused** absences in one month, or has ten or more **absences** in a school year, this student is in danger of approaching chronic absenteeism. Absences exceeding nine in the school year or four in one month is considered **chronic absenteeism**. At this time a letter will be sent home to request a parent meeting in order to work together to ensure better school attendance for the child. A review of your child's attendance will accompany each report card in order to help you keep track of your child's attendance.

When there is a **weather related school cancellation**, as decided by each child's home district, but TFS has school - an absence will **not** be accrued. In this case, please notify TFS of your child's absence. The child's absence will be considered: 'modified attendance'.

The Friendship School recognizes these attendance policies and practices for all students, including three and four year olds.