

Updated Attendance Procedures, CBE

Research shows that regular school attendance has an important impact on a student's success in school starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day. When students miss too much school, it can cause them to fall behind academically and socially.

We realize some absences are unavoidable due to health problems or other circumstances. Please take note that the following absences will be **excused** by CBE schools:

- If your child is sick or has a medical or dental appointment. Sometimes your child's school may request a medical note to support these absences.
- If you have a family emergency or a funeral.
- If you have a religious or cultural observance.
- If there is a court appearance directly related to your child.
- If the CBE advises of extreme weather; if there are transportation cancellations due to weather.
- If your child is suspended, expelled, or on a home supported leave from school.

We recognized enrichment activities and travel may present unique learning opportunities for your child. It is important to remember that these absences can create gaps in student learning and social development. It will be your responsibility as a parent/guardian to support your child's learning if you choose to allow your child to miss school days for these activities. Please take note that the following absences will be **unexcused** at CBE schools:

- If you take a vacation or family holiday during school days
- If your child needs to start late or leave early from school, due to non-school related extracurricular activities (athletic activities, enrichment programs, music programs, theatre performances, etc.)

It is helpful for us when we have been notified in advance of your child's absence. Please call our office to inform us of days when your child will be away. For absences greater than 5 days, it is required that you completed an 'Extended Absence Form.' Please see attached.