

Cranford Public Schools
Cranford, New Jersey

Dear Parent/Guardian:

Recent changes in New Jersey State Law, Title 18A, and the New Jersey Administrative Code, Title 6, require that all Cranford High School students and their parent/guardian be furnished considerable information concerning graduation requirements and attendance and class cutting policies.

The attached packet of information has been given to your son/daughter from his/her guidance counselor:

1. Administrative Regulation 6146, Graduation Requirements and Credit Assignment (Grade 9 students)
2. Board of Education policy 5113.1 Class Cutting Policy for Cranford High School.
3. Board of Education policy 5113 School Attendance Excused Absences.
4. Board of Education policy 1330.2 Prohibition of Smoking in School Buildings and on School Premises.
5. A memorandum concerning locker and other storage facility inspection.
6. Board of Education policy 5131.6 Alcohol, Other Drug, Anabolic Steroid and Controlled Substance Abuse

I urge you to read this entire packet of information very carefully. The Graduation Requirement policy clearly states all requirements that must be fulfilled in order for your son or daughter to receive a diploma from Cranford High School.

Parent/Guardian

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September, 2004

The Class Cutting Policy is our statement of the importance of regular attendance and the

penalties that are invoked should your son/daughter miss a class without a legitimate reason. In May, 1989 the Board of Education adopted a new policy covering excused absences. Students are **limited to 14 days of excused absence in a full year course or 7 days in a semester length course before credit is withheld for the course.** You are urged to read this policy very carefully; it is extremely important. We cannot over-emphasize the importance of regular attendance and ask that you discuss the attached policies and their importance with your son/daughter. Because of the importance of these policies, each is reprinted in the student agenda, a copy of which is given to each student on the first day of school.

It is very important that you sign your name below as the State law requires that we be able to show that each parent/guardian received this information. Please have your son/daughter return the form below to his/her guidance counselor as soon as possible.

If you have any questions, please feel free to call your son/daughter's guidance counselor. Thank you for your cooperation.

Sincerely,

Carol Grossi
Principal

I have read the letter and attached packet of information.
