Students

Attendance/Excuses

Make-Up Work

The responsibility for the makeup of work lies with the student and not the teacher. Unless a student has an extended illness, all make-up arrangements will normally be completed within three days of the student’s return to school.

Requests for Early Dismissal

Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Parents/Guardians requesting dismissal before the normal end of the school day must make a request, preferably in writing, to the school at the beginning of the school day and are responsible for the safety and welfare of the students upon dismissal. The note should contain information of the name of the person picking up the student and the date/time. Anyone picking up a child from school should have photo identification.

Early dismissal should be requested only in emergency or unusual situations.

Truancy

The Superintendent shall establish such procedures as deemed necessary to determine the causes of truancy, including medical verification for excessive absence, and shall cooperate with other private and governmental agencies in correcting the causes thereof.

Procedures pertaining to truancy shall be governed by applicable state statutes and Board policy.

Tardiness to Class

Tardiness to class and/or homeroom by a student is viewed as a very serious matter. Students are expected to be on time.

Attendance Procedures

Students must attend all classes, homeroom, and study halls on time. Class attendance will be recorded daily by every classroom teacher.

All absences will be recorded in a timely manner in the district chosen database. The record of student attendance will be noted on each official report card.
Students

Attendance/Excuses

Attendance Procedures (continued)

Excused absences include reasons of health, including illness, incapacity or doctor’s visits; religious holidays; court appearances; funeral in family; approved school activities; suspension or expulsion; emergencies/serious illness of a family member; and limited absences from school for special activities with parental consent subject to the approval of the principal.

Parents are requested to call the school to verify absences, however, this will not excuse the absence. Parents/Guardians must provide the school with a written note within 10 days of the absence.

If the school nurse sends a student home for an illness that requires them to miss the next day of school, the nurse will provide written notice to excuse the absence.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents as amended by PA 98-243 and PA 00-157
10-185 Penalty
10-199 Through 10-202 Attendance, truancy in general

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