

REGULATION 5113.2(a)

Students

Truancy

Unexcused Absences/Truancy

In accordance with Board policy regarding truancy (unexcused absences), the following regulations pertain:

1. **Twenty Absence Limit.** No high school student may receive course credit for a full-year course after having been absent from that course more than twenty (20) class periods during the school year. All absences in a class will be counted except those incurred while a student participates in school-sponsored activities and/or essential administrative business.
2. **Waiver of Policy.** A student who has accumulated more absences than allowed by the policy, but who feels that the situation warrants special consideration, may appeal to the administration for a waiver increasing the number of allowable absences for that particular student. At the discretion of the administration, the parent/guardian may be requested to appear at the hearing to verify the legitimacy of the appeal.

Waivers are to be applied in a systematic manner. The administrator will consider all approved absences and any extenuating circumstances and render an impartial judgment.

3. **Student Responsibilities.** Students are responsible for regular attendance in all classes to benefit from continuity of instruction, sequential presentation of material, class interaction, and the attendant self-discipline and responsibility.

Beginning in Grade 9, it's the student's responsibility to have absences approved and notify his/her teachers or provide the office with documentation to excuse the absence.

4. **Teacher Responsibilities:**
 - A. **All absences, even though they may be district approved, are to be recorded in a timely manner in the district chosen database.**
 - B. **Notify appropriate staff of any attendance related concerns to determine further intervention.**

REGULATION 5113.2(b)

Students

Truancy (continued)

5. Counselor Responsibilities. The guidance counselor will:

- A. By the fourth unexcused absence communicate concerns with parent/guardian and continue to monitor student attendance and determine if further intervention is needed.
- B. Arrange a meeting or phone conference within ten (10) days of the fourth unexcused absence in a month or the tenth unexcused absence during the school year. Determine if referral to truancy officer or other student support services is needed.

6. Administrative Responsibilities. Whenever a child enrolled in school, ages five (5) to eighteen (18) inclusive, unless such child has either graduated from high school or withdrawn with written parental/guardian permission at age seventeen, fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent, (or other person having control of the child), is aware of the student's absence, a reasonable effort to notify the parent/guardian by telephone shall be made by school personnel.

The school administration will make early concentrated efforts to prevent and remedy truancy in its beginning stages. Schools will send out monthly attendance letters to parents/guardians regarding student attendance in the following categories.

- A. **Truancy Warning Letter:** Students that have 2 unexcused absences in a month or 5 unexcused absences in a school year.
- B. **Truant Letter:** Students that have 4 unexcused absences in a month or 10 unexcused absences in a school year.
- C. **Habitual Truant Letter:** Students that have 20 or more unexcused absences in a school year.
- D. **9 + Absences Letter:** Students that have more than 9 absences in a school year regardless of excused, unexcused or verified.

When a student is identified as truant a referral will be made to the appropriate team (including but not limited to: Climate Team, Student Assistance Team, School Attendance Team, Scientific Research Based Intervention Team, 504 Team, Planning and Placement Team, Middletown Youth Diversion Team, Truancy Officer) for consideration of further evaluation, intervention or assessment.

REGULATION 5113.2(c)

Students

Truancy (continued)

At the beginning of each new school year, any student who has had ten or more unexcused absences will be identified as an “at risk student” and monitored by appropriate staff.

7. Truancy Intervention Model

The District, on or before 8/15/18, will implement a truancy intervention model, identified by the State Department of Education (SDE) for any school within the District that has a disproportionately high rate of truancy, as determined by the Commissioner of Education. (Parents shall be notified of such intervention model.)

Chronic Absenteeism

An attendance review team shall be established when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the district chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school’s chronic absenteeism rate is 15 percent or higher.
3. A team for either the district or each school must be established when (a) more than one District school has a school chronic absenteeism rate of 15 percent or higher or (b) the District’s chronic absenteeism rate is 10 percent or higher and one or more District schools have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

REGULATION 5113.2(d)

Students

Truancy (continued)

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education as available.

The District will include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

Tardiness to School or Class

Continued tardiness by a student is a serious problem. Students are expected to be in their places, ready for work, at the start time.

Legal References: Connecticut General Statutes
10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)
10-198a Policies and procedures concerning truants. (Revised by PA 95-304 and PA 00-157, PA 11-136 and PA 16-147)
10-199 through 10-202 Attendance, truancy in general.
10-202e-f Policy on dropout prevention and grant program.
10-220(c) Duties of boards of education (as amended by PA 15-225)
45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)
46b-149 Family with Service Needs.
PA 15-225 An Act Concerning Chronic Absenteeism
Campbell v New Milford, 193 Conn 93 (1984)
Action taken by the State Board of Education on January 2, 2008, to define "attendance."
Action taken by the State Board of Education on June 27, 2012 to define "excused" and "unexcused" absences.

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MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut