

## HIGH SCHOOL ATTENDANCE POLICY

### Policy

The Trumbull Board of Education believes that regular school attendance is essential for an effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity.

Regular school attendance is both encouraged and mandated. The primary responsibility for adherence to regular attendance rests with the student's parents/guardians and the individual student. Appropriate legal action will be taken against parents/guardians whose children fail to abide by the Connecticut Compulsory Attendance Law.

The Connecticut General Statutes requires students over five and under eighteen years of age to attend school on a regular basis, unless (1) they graduate from high school or (2) their parents/guardians consent to the youngster leaving school at age 16 or 17. The student's parent/guardian must appear at the high school to sign a form for withdrawing the student from school. The school district will provide the parent/guardian with information about educational options available in the school system and in the community.

The Trumbull Public School District recognizes that students may occasionally miss school for legitimate reasons. These reasons, when documented by a parent/guardian, may be considered excused absences.

Absences that occur for no legitimate reason will be considered unexcused and will warrant appropriate follow-up action by the school. Excessive unexcused absences from school or classes may lead to loss of credit.

The Board of Education strongly believes that family vacations should not take place when school is in session.

Adopted: 07/26/88  
Approved Revision: 07/18/89, 11/22/94  
Approved Revision: 10/08/98, 07/16/02  
Approved: Revision: 09/07/04, 07/14/09

Regulations

A. STUDENT ATTENDANCE

- Communication is essential for success in teaching and learning.
- Student seat time is important to learning.
- Intentionally missing class will incur penalties and affect grade.
- Attendance issues need to be resolved as soon as possible and within the school week.
- Daily attendance will be taken in homeroom.

Classroom (period) attendance will be recorded electronically by the teacher. It is the student's responsibility to notify his/her teacher when he/she will be absent from class and should arrange to make up work missed due to a school-related activity.

It is the responsibility of the parent/guardian to monitor their child's attendance via the district parent portal at [www.trumbullps.org](http://www.trumbullps.org), student progress report, report card, and/or contacting their House Office. No other notification will be sent home regarding excessive absences.

It is the responsibility of the parent/guardian to report their child's absence to the school each day by calling the student's House Office between 7:30 a.m. – 9:30 a.m. and either leaving a message on the answering machine, or speaking with school personnel directly

If a parent/guardian does not call in to report an absence, a written explanation of the absence is required upon the student's return to school. Excuse notes must be both written and signed by a parent/guardian and submitted to the student's House Office. Notes must include the student's name, date(s) of absence and reason for the absence along with a daytime phone number where a parent/guardian can be reached for verification.

1. Excused Absences from school/class

- Personal Illness – out sick
- Excused visit to school nurse
- Excused student initiated visit to guidance
- Court appearances
- Emergency family situations
- Suspensions
- Appointments with health professionals that cannot be made outside of regular school hours
- College visitations 2 per year for 11<sup>th</sup> and 12<sup>th</sup> graders
- Expulsions
- Field trips/Athletic events/School sponsored events
- Special testing/meetings (AP, PPT/504 etc.)
- Bus failure
- Death in family

Regulations

- Illness requiring hospitalization
- Illness documented by a physician note must be submitted to House Office upon return to school
- Religious observation

Students returning to school after a hospitalization or treatment by a physician must present an explanatory note from the physician regarding the hospitalization or treatment. The note should be presented to both the House Office and the school nurse upon return. The note should also state in detail any physical limitations, treatment programs, or medication changes. If applicable, the development of an IEP/504 or medical care plan may be required upon re-entry to school.

Students with excused absences from school or class will be given appropriate opportunity to make up class work they have missed in order to complete curriculum requirements. Failure on the part of the student to complete his/her responsibility in making up work missed will impact his/her grade.

2. Unexcused absences from school/class

Teachers will communicate directly with the home by phone, email or letter (Appendix A) when a student has reached 5 unexcused absences in a particular class. Unexcused absence from class by definition is a class cut.

Unexcused absences are those which are not reconciled within 48 hours of the absence. An absence which is not reported either by phone or note will be considered unexcused.

As a result of a class cut or an unexcused absence, a student will not earn credit for class work/assessments missed and will not be provided makeup privileges. Excessive unexcused absences and/or class cuts may lead to loss of credit/academic failure in one or more of the student's courses. Class cuts are subject to disciplinary action as set forth in the student code of conduct.

Students who lose credit for a particular course, due to excessive absences, will not be eligible to retake said course in summer school.

B. ABSENCES AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Any student who has not reported to school or is not present for at least half of the scheduled school day is considered absent from school. Students who are considered absent from school will not be permitted to participate in any extra-curricular activity (i.e. athletic practice, game, rehearsal, performance, etc.). Coaches and advisors will monitor

Regulations

attendance to ensure compliance with this regulation. Exceptions to this policy will be considered by the Principal/or his/her designee only upon receipt of a written request and will be handled on an individual basis.

D. TARDY TO SCHOOL/CLASS

For excused/unexcused tardy to school: Please see student handbook for procedures.

E. LATE ARRIVAL EARLY RELEASE (grades 11 and 12 only)

Students with assigned study halls either Time Slot 1, 7 or 8 will be excused from school with parental permission and completion of necessary documentation. This privilege may be revoked as a result of disciplinary action or academic failure.

F. EARLY DISMISSAL

If an early dismissal request is for an excused absence from instructional period(s), the student must submit the written request from a parent/guardian to the House Office on or before the day of the request. If the note is not received, the absence will be considered a class cut.

G. TRUANCY

“Truant” shall mean a student age five to eighteen who has four unexcused absences in any one month or ten unexcused absences in one school year.

Regular attendance and punctuality are expected from all students enrolled in our school. The responsibility for assuring that students attend school rests with the student’s parent(s)/guardian(s).

Once a student is truant and fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student’s parent or guardian is aware of the student’s absence, a reasonable effort to notify the parent or guardian by telephone/email shall be made by school personnel.

Annually at the beginning of the school year, and upon any enrollment during the school year, parents/guardians will be notified of their obligations pursuant to student attendance (Student handbook, [www.trumbullps.org](http://www.trumbullps.org)).

Assigned school staff will conduct a mandatory meeting with parents/guardians of a child identified as truant in order to review and evaluate the situation. If the parent/guardians fail to attend the required meeting with appropriate school personnel or fail to cooperate with the

Regulations

school personnel in trying to resolve the problem, the building administrator, through and/or in conjunction with the Superintendent's office, may file a complaint with the Superior Court alleging that the acts or omissions of child identified as "truant" are such that the student's family is a "family in need of services".

The school system will coordinate services with and referrals of truant students to community agencies, which provide child and family services.

The Board of Education shall annually report to the State Department of Education the total number of students enrolled in grades 9-12, who are habitual truants.

Adopted: 07/26/88 Approved Revision:  
07/18/89, 11/22/94  
Approved Revision: 10/08/98, 07/16/02  
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Legal References:

- ◆ Connecticut General Statutes, Section 10-184 and 10-185.
- ◆ Connecticut General Statutes, Section 10-198a.
- ◆ Connecticut General Statutes, Section 46b-149.
- ◆ State of Connecticut Department of Education manual on "Attendance, Homework, Promotion and Retention, 1984".
- ◆ Public Act 91-303: An Act Concerning Revisions to the Education Statutes.

Trumbull High School  
Unexcused Absences Notification

Date: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
Student's House: A B C

Dear Parent or Guardian:

After several unsuccessful attempts to contact you at home by phone or email, I am sending this letter to advise you that \_\_\_\_\_ has been absent from \_\_\_\_\_ Class, period \_\_\_\_\_, 5 times unexcused. Total absences from this class are \_\_\_\_\_. It is important that your youngster be in school and attends each class. Not attending class may lead to course failure and loss of credit.

It is the responsibility of the parent/guardian to monitor and report their child's absences. When a student is absent, the parent/guardian must notify the school by telephone, email or letter indicating the reason for the absence. As per Board of Education Policy, unexcused absences are those which are not reconciled within 48 hours of the absence.

Call the student's House office to report an absence:

A-House: 452-4507      B-House: 452-4513      C-House: 452-4518

Please call the school and set up a mutual time (via phone conference or parent meeting) to discuss this situation and devise a plan to resolve the issue of unexcused absences. Thank you for your cooperation with our efforts to provide your child with the best, uninterrupted education.

Sincerely,

Teacher  
And Trumbull School Administrative Staff