

**TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT**

Special Meeting – Wednesday, June 6, 2012
Agriscience/Biotechnology Center*
7:15 P.M.

AGENDA

- I. PRELIMINARY BUSINESS**
 - A. Salute to the Flag
 - B. Correspondence

- II. CONSENT AGENDA**
 - A. Approval/Financial Reports as of 5/30/2012 – Mr. Sirico

- III. REPORTS**

- IV. NEW BUSINESS**
 - A. Healthy Food Certification Renewal—Mr. Iassogna, Mrs. Sinko
 - B. Beverage Sale Approval – Mr. Iassogna, Mrs. Sinko

- V. OLD BUSINESS**
 - A. Policy/Second Reading – High School Attendance, Policy Code 5113 – Dr. Cialfi, Mr. Banks, Mr. Evans

- VI. PERSONNEL – Business Office Interview****

- VII. OTHER**

*Please note change of location.

**It is anticipated that the Board of Education will move into Executive Session to conduct the Business Office Interview and the Superintendent will be invited to participate.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Special Meeting – June 6, 2012

Mr. Sirico

Agenda Item II - A

Financial Reports - Final

<u>Description</u>	<u>Page</u>
a) Board of Education Expense Report for the 11 months ended 05/31/12	1
b) Grant Expense Report for the 11 months ended 05/31/12 ...	4

Recommendation:

Accept the Trumbull Board of Education Financial reports for the
11 months ended 05/31/12

Object Description	Object#	Budget		Revised	Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers					
<u>Salaries</u>	<u>100</u>							
Admin./Supervisors	110	4,034,217	21,635	4,055,852	3,737,326	302,913	15,613	99.62%
Teachers	120	41,613,017	(478,378)	41,134,639	31,675,950	9,376,171	82,518	99.80%
Custodians/Maintenance	130	3,276,681	42,500	3,319,181	2,912,399	325,270	81,512	97.54%
Tech Support	140	557,107	0	557,107	497,007	58,068	2,032	99.64%
Secretaries	150	2,072,509	59,654	2,132,163	1,919,326	169,896	42,942	97.99%
Paras & Aides	160	2,547,373	(1,655)	2,545,718	2,311,269	175,793	58,655	97.70%
Substitutes	170	879,393	0	879,393	798,105	128,006	(46,718)	105.31%
Coaches & Advisors	180	479,255	18,212	497,467	233,722	262,287	1,458	99.71%
Salaries Other	190	1,925,048	0	1,925,048	1,802,713	182,784	(60,449)	103.14%
Misc Salary Items	195	633,390	(21,635)	611,755	568,455	0	43,300	92.92%
Salaries Total		58,017,990	(359,667)	57,658,323	46,456,273	10,981,188	220,862	99.62%
<u>Benefits</u>	<u>200</u>							
Health Insurance	210	10,983,241	(109,453)	10,873,788	9,872,724	940,378	60,685	99.44%
FICA	220	1,400,806	0	1,400,806	1,199,180	191,272	10,354	99.26%
Insurances	280	131,700	0	131,700	115,350	13,147	3,203	97.57%
Benefits Other	290	57,500	0	57,500	53,601	2,037	1,863	96.76%
Benefits Total		12,573,247	(109,453)	12,463,794	11,240,855	1,146,834	76,105	99.39%
<u>Services - Prof. & Technical</u>	<u>300</u>							
Professional Development	320	58,671	17,244	75,915	53,751	1,223	20,941	72.41%
Legal	330	175,000	162,209	337,209	263,084	73,508	618	99.82%
Service Contracts	340	219,724	(5,914)	213,810	207,111	1,934	4,765	97.77%
Consultants	360	255,000	0	255,000	175,744	98,765	(19,509)	107.65%
Other Prof Services	390	309,851	(10,016)	299,835	283,086	8,634	8,115	97.29%
Services - Prof. & Technical Total		1,018,246	163,523	1,181,769	982,775	184,064	14,930	98.74%
<u>Services - Property</u>	<u>400</u>							

Object Description	Object#	Budget		Revised	Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers					
Utilities	410	1,792,291	(125,000)	1,667,291	1,321,117	288,819	57,355	96.56%
Energy	415	995,191	0	995,191	757,032	179,800	58,360	94.14%
Repairs & Service Fees	430	398,410	(4,083)	394,327	245,085	89,324	59,918	84.81%
Communication	440	183,200	0	183,200	167,100	13,764	2,336	98.72%
Copiers	445	295,380	(10,500)	284,880	259,101	28,642	(2,863)	101.01%
Building Improvements	450	161,000	0	161,000	139,222	12,507	9,271	94.24%
Other Purch Prop Services	490	255,688	(5,973)	249,715	191,258	24,177	34,280	86.27%
Services - Property	Total	4,081,160	(145,556)	3,935,604	3,079,914	637,034	218,656	94.44%
<u>Services - Purchased</u>	<u>500</u>							
Other								
Transportation	510	4,948,649	3,793	4,952,442	4,762,507	70,313	119,622	97.58%
Postage	530	52,300	10,500	62,800	52,925	4,861	5,014	92.02%
Advertising	540	5,000	0	5,000	1,208	0	3,792	24.15%
Interns	550	137,500	1,655	139,155	133,835	5,100	220	99.84%
Tuition	560	3,186,238	450,000	3,636,238	3,306,504	340,289	(10,555)	100.29%
Printing	570	39,770	(81)	39,689	21,715	2,205	15,769	60.27%
Other Purch Services	590	79,890	39,500	119,390	83,445	17,100	18,845	84.22%
Services - Purchased	Total	8,449,347	505,367	8,954,714	8,362,138	439,868	152,707	98.29%
Other								
<u>Supplies</u>	<u>600</u>							
Supplies Teaching	610	700,638	6,345	706,983	618,561	42,127	46,295	93.45%
Supplies Office	620	178,984	(9,708)	169,276	125,830	11,104	32,342	80.89%
Supplies Custodial	630	130,500	8,000	138,500	135,945	22,183	(19,628)	114.17%
Supplies Maintenance	635	304,389	3,574	307,963	235,399	34,415	38,149	87.61%
Text & Workbooks	640	610,982	(51,289)	559,693	455,159	34,292	70,242	87.45%
Subscriptions	645	51,452	8,847	60,299	59,203	381	715	98.81%
Testing Materials	650	62,485	(6,475)	56,010	39,409	365	16,235	71.01%
Books & A/V	655	70,962	(4,167)	66,795	62,413	3,468	914	98.63%

Object Description	Object#	Budget		Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Revised				
Software	660	160,651	150,651	145,708	0	4,943	96.72%
Other Supplies	690	32,186	34,132	21,988	2,574	9,570	71.96%
Supplies Total		2,303,229	2,250,302	1,899,615	150,909	199,778	91.12%
<u>Property</u>							
Office Equipment	710	8,350	7,490	5,505	248	1,737	76.80%
Office Furniture	720	1,000	3,100	0	0	3,100	0.00%
Classroom Equipment	730	188,308	254,797	211,375	31,947	11,475	95.50%
Classroom Furniture	740	4,600	4,692	4,515	0	177	96.22%
Building Equipment	750	31,105	47,864	40,963	498	6,403	86.62%
Other equipment	790	12,500	2,500	918	0	1,582	36.72%
Property Total		245,863	320,443	263,275	32,693	24,475	92.36%
<u>Other Objects</u>							
Dues, Fees and Memberships	810	116,301	99,412	86,846	1,781	10,785	89.15%
Unemployment	825	90,000	70,000	44,212	15,602	10,186	85.45%
Other Objects	890	72,400	72,400	71,277	0	1,123	98.45%
Other Objects Total		278,701	241,812	202,336	17,383	22,093	90.86%
<u>Other Uses of Funds</u>							
Misc	900	0	438,078	0	0	438,078	0.00%
Other Uses of Funds Total		0	438,078	0	0	438,078	0.00%
Report total		\$86,967,783	\$87,444,839	\$72,487,182	\$13,589,972	\$1,367,685	98.44%

Grant Summary Budget Report
for the 11 Months Ended 5/31/12

Printed 5/31/12

	<u>Total</u> <u>Budget</u>	<u>Pr Year</u> <u>Expended</u>	<u>Budget @</u> <u>BOY</u>	<u>---This Year---</u>		<u>Available</u>	<u>%</u> <u>Spent</u>
				<u>Expended</u>	<u>Encumbered</u>		
<u>Grants Ending 9/30/11</u>							
Cable TV	39,874		39,874	39,874	0	0	100%
Headstart ABCD	281,688	226,353	55,335	53,769	0	1,566	99%
9/30/11 Totals	321,562	226,353	95,209	93,643	0	1,566	100%
<u>Grants Ending 6/30/12</u>							
Education Jobs	179,902		179,902	153,329	32,454	(5,881)	103%
IDEA 611	1,330,525	1,077,141	253,384	245,387	0	7,997	99%
IDEA 619 PK	38,162	19,913	18,249	17,267	500	482	99%
Partnership for Success	75,000		75,000	65,557	2,414	7,029	91%
Perkins	40,018		40,018	3,322	14,604	22,092	45%
Team/Mentors	8,250		8,250			8,250	0%
Title 1	176,371	94,494	81,877	78,952	2,675	250	100%
Title 2-A	103,938	27,989	75,949	75,349	600	0	100%
Title 2-D	6,354	4,979	1,375	1,375	0	0	100%
Title 3-A	16,355	2,064	14,291	8,001	2,050	4,241	74%
Title 4-A	3,300	1,832	1,468	1,468	0	0	100%
Title 5	10,000	1,192	8,808	2,838	2,500	3,470	65%
6/30/12 Totals	1,988,175	1,229,604	758,571	652,845	57,797	47,930	98%
<u>Grants Ending 9/30/12</u>							
Headstart ABCD	281,688		281,688	197,196	32,402	52,090	82%
9/30/12 Totals	281,688		281,688	197,196	32,402	52,090	82%
<u>Grants Ending 6/30/13</u>							
IDEA 611	1,327,057		1,327,057	850,604	164,047	312,406	76%
IDEA 619 PK	38,280		38,280	15,620	2,716	19,944	48%
Title 1	174,600		174,600	122,995	18,756	32,848	81%
Title 2-A	86,058		86,058	25,159	9,392	51,507	40%
Title 2-D	1,132		1,132	245	0	887	22%
Title 3-A	16,602		16,602	336	0	16,266	2%
Title 4-A	2,300		2,300			2,300	0%
Title 5	12,853		12,853			12,853	0%
6/30/13 Totals	1,658,882		1,658,882	1,014,958	194,911	449,013	73%
Report total	\$4,250,307	\$1,455,957	\$2,794,350	\$1,958,642	\$285,110	\$550,598	

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Special Meeting – June 6, 2012

Mr. Iassogna
Mrs. Sinko

Agenda Item IV -A

Healthy Food Certification Renewal

Section 10-215f, of the Connecticut General Statutes requires that all local Boards of Education are required to annually certify if all district schools **will or will not** participate in the Healthy Foods Program.

School districts that participate in the National School Lunch Program and National School Breakfast Program take action each year to certify all food items sold or distributed to students separately from a reimbursable school breakfast or lunch will or will not meet the Connecticut Nutrition Standards. These food items include food offered for sale to students at *all* times, in *all* schools and from *all* sources including, but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

If the district decides to participate, the food service program may receive an additional 10 cents per lunch in state reimbursement based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year.

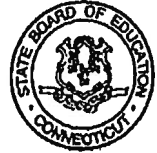
Please note that the decision on whether or not to approve non-participation in Section 10-215f encompasses the *entire district*, not just school cafeterias.

Recommendation

Continue non-participation in the Act Concerning Healthy Foods and Beverages in schools for 2012-2013.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Participating in the National School Lunch Program

FROM: Charlene Russell-Tucker, Associate Commissioner
Division of Family and Student Support Services

DATE: January 23, 2012

SUBJECT: Healthy Food Certification Statement for July 1, 2012, through June 30, 2013

This memo summarizes the requirements for submitting the annual Healthy Food Certification Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards, healthy food certification resources and an information session for districts considering first time implementation.

Annual Healthy Food Certification Statement

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the Connecticut Nutrition Standards. This includes all regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.

Under C.G.S. Section 10-215b, districts that certify for the healthy food option must follow the Connecticut Nutrition Standards (see page 2) for all food items sold to students separately from a reimbursable breakfast or lunch. These food items include food offered for sale to students at all times in all schools and from all sources including, but not limited to, school stores, vending machines, school cafeterias and any fundraising activities on school premises. Districts that opt for healthy food certification receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district's NSLP in the prior school year.

The healthy food certification application materials are available on the CSDE Web site (Application Forms for Healthy Food Certification page) at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424>. Additional guidance, resources and a PowerPoint presentation on the application procedures are also available. Interested school districts should review these materials and meet with the appropriate individuals responsible for the school food service program, school stores, vending machines, culinary arts programs and fundraising activities to ensure that all criteria will be followed.

All public school districts participating in the National School Lunch Program must complete the Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099). Districts that certify for the healthy food option must also complete the District Contact and Information Sheet. These forms must be returned by July 1, 2012, to the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

Connecticut Nutrition Standards

The Connecticut Nutrition Standards are unchanged for the 2012-13 school year. A summary of the Connecticut Nutrition Standards is available at <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/SummaryCTnutritionStandards.pdf>. Additional information on the Connecticut Nutrition Standards is available on the CSDE Web site (Connecticut Nutrition Standards page) at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322422>.

Resources for Healthy Food Certification

Numerous resources to assist districts with implementing healthy food certification are available on the CSDE Web site (Healthy Food Certification page) at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420>, including:

- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Fundraising with Food and Beverages;
- Requirements for Food and Beverages in Vending Machines;
- Requirements for Food and Beverages in School Stores; and
- Ensuring District Compliance with Healthy Food Certification.

State Beverage Requirements

As a reminder, the beverage requirements of C.G.S. Section 10-221q apply to all public schools, regardless of whether the district certifies for the healthy food option under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE Web site (Beverage Requirements page) at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322418>.

If you have any questions or need additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

CRT:sff

cc: Stefan Pryor, Commissioner of Education
School Food Service Directors
Business Managers

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Special Meeting – June 6, 2012

Mr. Iassogna
Mrs. Sinko

Agenda Item IV - B

Beverage Sale Approval

To comply with State Statute (GCS 10-221q) and separate from the Healthy Food Act, Boards of Education are required to address allowing the sale of beverages on school premises that are not on the State's approved list, contingent upon the following three conditions being met:

- The sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- The sale is at the location of the event; and
- Products are not sold from a vending machine or school store.

Since employing the above conditions worked well this year, the administration supports Board continuation of such.

Administrative Recommendation:

Approve the sale of beverage items after school and/or at school events and activities contingent upon the three conditions listed above.

The Beverage Statute (GCS Section 10-211q) Requirements for Complying with Allowable Beverages in Connecticut Schools

The beverage statute (**GCS Section 10-211q**) is **separate** from healthy food certification. It is **required** for all public schools, regardless of whether the district certifies for the healthy food option under Section 10-215f.

In all public schools, any beverages sold to students **must** meet the beverage requirements of state statute (CGS Section 10-221q) at **all times** and from **all sources**.

The statute allows only the following **five categories** of beverages to be sold to students:

- (1) *Milk (flavored or plain)* with no more than 4 grams of sugar per ounce and no artificial sweeteners;
- (2) *Nondairy milks such as soy or rice milk*, which may be flavored but contain no artificial sweeteners, no more than 4 grams of sugar per ounce, no more than 35 percent of calories from fat per portion and no more than 10 percent of calories from saturated fat per portion;
- (3) *100 percent fruit juice, vegetable juice or combination of such juices*, containing no added sugars, sweeteners or artificial sweeteners;
- (4) *Beverages that contain only water and fruit or vegetable juice* and have no added sugars, sweeteners or artificial sweeteners; and
- (5) *Water*, which may be flavored but contains no added sugars, sweeteners, artificial sweeteners or caffeine. Portion sizes of allowable beverages are limited to no more than 12 fluid ounces, with the exception of water.

(See *Allowable Beverages in Connecticut Schools*,
http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Allowable_Beverages.pdf.)

Beverages that **do not meet the requirements** of state statute (**GCS Section 10-211q**) can **only** be sold to students on school premises if the local board of education votes to permit them and the following **three exemption conditions are met**:

- (1) The sale is in connection with an *event occurring after the end of the regular school day or on the weekend*;
- (2) The sale is at the *location of the event*; and
- (3) The beverages are *not sold from a vending machine or school store*.

In the past the Trumbull Board of Education has voted to waive GCS Section 10-211q requirements for after school events. But must follow the three conditions listed above.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Special Meeting – June 6, 2012

Dr. Cialfi, N. Banks, J. Evans

Agenda Item – V-A

Second Reading
5113-High School Attendance

This policy was reviewed at the Board's last meeting on May 15, 2012. Board input from that meeting, as well as previous Board sessions, were taken into consideration in finalizing revisions.

It should be noted that this policy is being brought back to the Board for a second reading without the usual 30 day waiting period between first and second readings. It is done so in an effort to have the policy included in Trumbull High's 2012-13 Student Handbook, which must be printed at this time.

PAC Changes highlighted in green/Board changes in yellow with all new wording after previous reading in bold.

Recommendation:

Approve High School Attendance, Policy Code 5113, as presented

SECOND READING 6/6/12– PAC CHANGES —Consists of STRIKE THROUGHs with NEW WORDING since 5/15/12 meeting BOLDED and all changes since last revised in March 2010 HIGHLIGHTED IN GREEN – BOARD suggestions from 2/7/12 meeting HIGHLIGHTED IN YELLOW—NEW WORDING from 5/15/12 meeting BOLDED AND HIGHLIGHTED IN YELLOW. Page numbering/formatting will be corrected when final approval received.

HIGH SCHOOL ATTENDANCE

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 or class for legitimate reasons. These reasons, when documented by a parent/guardian, will be reviewed and may be taken into consideration when a student's absences become excessive.

Excessive absences will warrant appropriate follow-up action by the school and 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, 6/?/12

Regulations

The high school attendance policy follows the Response To Intervention (RTI) formula to offer a tiered approach to attendance monitoring and behavior correction. Each time a student reaches the next attendance threshold, more faculty members become involved in informing the student and the parent of the upcoming consequences and changing the student's behavior. The formal notification process will be supplemented by daily calls to the homes of absent students that are now made by the house offices. In addition, a pattern of absenteeism may trigger a referral to Superior Court as outlined in Connecticut State Statutes 10-198a and 46b 149.

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 under Trumbull High School).

A. 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 missed work.

B. PARENT/GUARDIAN RESPONSIBILITY

It is the responsibility of the parent/guardian to monitor their child's attendance via the district parent portal at www.trumbullps.org, student progress report, report card, and/or contacting their House Office.

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 voice mail, or speaking with school staff 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 within 48 hours of the absence. 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.

C. ABSENCE

Students will have an absence bank, consisting of both excused and unexcused absences, which is a set number of absences before they lose credit. Students will lose credit upon reaching 20 absences in a full year course and/or 11 absences in a semester course. School approved trips and activities (field trips, school sports, in school event) do not count towards the attendance bank limit. Students with profound medical issues will be exempt from this policy if it is so noted on their IEP/Section 504* or **Individualized Health Care**** Plans. Students who enroll in school after the beginning of the school year will have absences prorated to the time of enrollment.

Excused Absences from school/class

- Personal illness
- 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 11th and 12th graders
- Expulsions
- Field trips/athletic events/school sponsored events
- Special testing/meetings (AP, PPT/Section 504 etc.)
- Bus failure
- Death in family
- Illness requiring hospitalization
- 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/Section 504 Plan or **Individualized Health Care Plan, submitted by a doctor and in conjunction with the school nurse**, 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 missed work will impact his/her grade.

Unexcused absences from school/class

Unexcused absences are those which are not reconciled within 48 hours of the absence. An absence which is not reported by a parent/guardian either by phone or note will be considered unexcused. Class cuts will also count as unexcused absences. A class cut is defined as any

time a student has reported to school but does not report to his/her designated class, and does not have staff permission to be in any other location. Class cuts may not be excused by a parent/guardian phone call or note.

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. Students who have a greater number than 50% of their absences being class cuts will automatically be disqualified from credit recovery. Class cuts are subject to disciplinary action as set forth in the Student Standard 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.

D. 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 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 from the parent/guardian and will be handled on an individual basis.

E. TARDY TO SCHOOL/CLASS

For excused/unexcused tardy to school: Please see Student Handbook (www.trumbullps.org under Trumbull High School) for procedures.

F. 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.

G. 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.

H. 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 as defined by Connecticut State Statute 10-198a.

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.

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/guardian fails to attend the required meeting with appropriate school staff or fail to cooperate with the school staff 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 district 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.

I. Loss of Credit/Appeals

The parent/guardian will receive contact in writing from school staff upon a student's crossing of each attendance threshold. The first contact will be made upon 12 absences in a full year course and 5 absences in a semester course. The second contact will be made upon 16 absences in a full year course and 8 absences in a semester course. The third contact will be made when a student reaches the limit of 20 absences in a full year course and/or 11 absences in a semester course which will result in a loss of credit for the course.

Once a student loses credit in a course, he/she will have the opportunity to provide evidence demonstrating their excessive absences were medically or socially (family, legal) necessary. Whatever is submitted at this time should be supplemental to any documents that were required as per the current policy of reporting absences within a 48 hour time period. An appeals board **with five members**, made up of two **regular education** teachers, **one special education teacher**, a guidance counselor and an administrator will review documents submitted in a private meeting and make a decision. This appeals board will rule on all cases and the members will remain the same throughout the year. There will be one appeals board for the school and there will be no house-specific boards. Students who have a greater number than 50% of their absences being cuts (any unexcused absence) will automatically be disqualified for credit recovery. The committee will make their decision solely on the data provided at the time the absences occurred and any pertinent supplemental documents. No hearings will be held with parents or students. It is the responsibility of the student/parent-guardian to provide, in writing, a convincing level of evidence to prove there was an overwhelming reason for the great majority of his or her absences. Three of the ~~four~~ **five** committee members must vote for credit recovery for it to pass. ~~Ties will be decided by the school principal. The committee will mail home a letter informing students of their final decision.~~ **The student and parent/guardian will receive a phone call and a letter mailed to the home informing the student of the committee's final decision.** No further appeals may be made.

***A student qualifies for Section 504 protection if he/she has a physical or mental impairment which substantially limits one or more major life activities and exhibits such.**

****An Individualized Health Care Plan is a temporary accommodation to assist a student during that period of time they need support.**

Legal References:

- ◆ Connecticut General Statutes, Section 10-184 and 10-185.
- ◆ Connecticut General Statutes, Section 10-198a.
- ◆ Connecticut General Statutes, Section 46b-149.
- ◆ Standard of Conduct, Policy Code 5131
- ◆ **Concussion and Head Injuries, Policy Code 5141.7**

ATTENDANCE THRESHOLD MONITORING SHEET

Name of Student: _____

Name of Course: _____

Length of Course (circle): SEMESTER / YEAR

THRESHOLD 1 NOTIFICATION:

Date/Time of Phone Call: ____/____ Name of Parent/Guardian Contacted: _____

Phone Number Dialed: _____ Date Letter Was Mailed: _____

Letter Mailed to the Following Address: _____

Please attach a copy of the letter mailed to this document

Teacher Signature: _____ Date: _____

THRESHOLD 2 NOTIFICATION:

Date/Time of Phone Call: ____/____ Name of Parent/Guardian Contacted: _____

Phone Number Dialed: _____ Date Letter Was Mailed: _____

Letter Mailed to the Following Address: _____

Please attach a copy of the letter mailed to this document

Counselor Signature: _____ Date: _____

THRESHOLD 3 NOTIFICATION:

Date/Time of Phone Call: ____/____ Name of Parent/Guardian Contacted: _____

Phone Number Dialed: _____ Date Letter Was Mailed: _____

Letter Mailed to the Following Address: _____

Please attach a copy of the letter mailed to this document

Administrator Signature: _____ Date: _____

TRUMBULL HIGH SCHOOL LOSS OF CREDIT WARNING NOTICE

FIRST WARNING

("First Warning" is generated by 12 absences in a full year course or 5 absences in a semester course)

DATE _____

Dear _____

I am writing to follow up on our conversation by phone on _____ regarding _____'s number of absences in _____ class, period _____. As you know, he/she has passed the first warning threshold for attendance and we now consider him/her to be at risk of losing credit for this course.

An acceptable level of attendance is important for student growth and success, and we provide this early notice in hopes that your child will make the appropriate adjustments to finish this course under the maximum allowed absences before loss of credit. **Loss of credit occurs at 11 absences for a semester-long course, and at 20 absences for a full year course.**

You will receive a second phone call/letter from your child's guidance counselor if he/she passes the second and final warning threshold for this course. You will receive a final phone call/letter from your child's house administrator if he/she passes the threshold for loss of credit. At that point, your child will have to retake the course in summer school if he/she meets eligibility requirements, or retake the course the following semester/school year.

You may monitor your child's attendance on the Parent Portal of Infinite Campus. For instructions on how to access this feature, please visit www.trumbullps.org/thc. We all wish for your child's success, and we hope this early warning regarding loss of credit will prompt a positive change in his/her attendance in this course.

Sincerely,

Teacher Name

Department

__ House Office

TRUMBULL HIGH SCHOOL LOSS OF CREDIT WARNING NOTICE

SECOND AND FINAL WARNING

("Second Warning" is generated by 16 absences in a full year course or 8 absences in a semester course)

DATE

Dear _____

I am writing to follow up on our conversation by phone on _____ regarding _____'s number of absences in _____ class, period _____. As you know, he/she has passed the **second and final** warning threshold for attendance and we now consider him/her to be at serious risk of losing credit for this course.

An acceptable level of attendance is important for student growth and success, and we provide this second notice in hopes that your child will make the appropriate adjustments to finish this course under the maximum allowed absences before loss of credit. **Loss of credit occurs at 11 absences for a semester-long course, and at 20 absences for a full year course.**

You received the first warning phone call/letter from the teacher of the course on _____. You will receive a final phone call/letter from your child's house administrator if he/she passes the threshold for loss of credit. Please note that at that time it will be too late for your child to earn credit in this course. At that point, your child must retake the course in summer school if he/she meets eligibility requirements, or retake the course the following semester/school year.

You may monitor your child's attendance on the Parent Portal of Infinite Campus. For instructions on how to access this feature, please visit www.trumbullps.org/thc. We all wish for your child's success, and we hope this final warning regarding loss of credit will prompt a positive change in his/her attendance in this course.

Sincerely,

Counselor Name

____ House Guidance

TRUMBULL HIGH SCHOOL LOSS OF CREDIT NOTICE

DATE _____

Dear _____

I am writing to follow up on our conversation by phone on _____ regarding _____'s number of absences in _____ class, period _____. As you know, he/she has met or exceeded the threshold for loss of credit in this course, and he/she is no longer eligible to receive credit for this course.

An acceptable level of attendance is important for student growth and success, and we provided early notice in hopes that your child would make the appropriate adjustments to finish this course under the maximum allowed absences before loss of credit. **Loss of credit occurs at 11 absences for a semester-long course, and at 20 absences for a full year course.** You received the first warning phone call/letter from the teacher of the course on _____. You received the second and final warning phone call/letter your child's guidance counselor on _____.

Please contact your child's guidance counselor to determine whether he/she is eligible for summer school and for information on how to make such arrangements, if possible. If your child is not eligible for summer school, his/her counselor could also arrange for registration for the same course in the next semester/school year.

A form outlining the appeals process for loss of credit has been provided with this letter. It is your child's responsibility to provide all evidence by the posted deadline. Late submissions will not be accepted under any circumstances. Reinstatement of credit is only available under extraordinary documented circumstances, and the decision of the appeals board is final.

Sincerely,

Administrator Name

House Principal

__ House Office

5113-High School Attendance Appendix E

TRUMBULL HIGH SCHOOL ATTENDANCE APPEALS FORM

It is the student's and parent/guardian's responsibility to fill out, collect data, and deliver this form to the student's House Office in order to be considered in the appeals process.

Student Name: _____ Student ID: _____

Parent/Guardian Name: _____ Phone: _____

Email: _____

House Office (circle one): A / B / C

Grade (circle one): 9 / 10 / 11 / 12

Course: _____ Date Submitted: _____

DATE OF ABSENCE	REASON FOR ABSENCE	DOCUMENTATION
	DIRECTIONS: Place only the letter which represents your reason for absence. M= Medical, L= Legal F= Family/Personal	DIRECTIONS: Write Y or N to indicate whether you have provided evidence attached to this page.

Student Signature _____

Date / /

Parent Signature _____

Date / /