

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p align="center"><i><b>ATTENDANCE - STUDENTS</b></i></p>	<p>Approved: 6/26/02</p>	<p>Policy No. 7-101  Page</p>
<p>Connecticut State law (P.A. 00-157) states that “each parent or other person having control of a child five (5) years of age and over and under eighteen (18) years of age shall cause such child to attend a public school regularly during the hours and terms the public school in the district in which such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.” Learning experiences that occur in the classroom are essential components of the learning process. Time lost from class is irretrievable in terms of opportunity for instructional interaction. The Board requires that accurate records be kept of the attendance of each child. A student may not be absent from school without adequate justification and the parents’ knowledge and consent. The parent or guardian must write verification of absence. The following attendance regulations and procedures are consistent with the state statutes and are designed to emphasis the importance of the Board’s policy on regular school attendance.</p> <p align="center"><b><u>SCHOOL STAFF RESPONSIBILITIES</u></b></p> <p><b><u>PRINCIPALS</u></b></p> <p>Principals will set high expectations for teachers, students and parents to insure successful implementation of attendance policies and procedures. Principals are required to:</p> <ul style="list-style-type: none"> <li>• Establish an attendance monitoring system within their building.</li> <li>• Publicize and implement the school attendance policy. This may be done through bulletins, newsletters, meetings, student assemblies, parent/student handbooks, and other media in the effort to stress school’s genuine interest in the academic and social success for each child.</li> <li>• Ensure that the school attendance policy is distributed at least twice a year and to each new registrant throughout the school year. (Written attendance policy must be distributed in English and the languages most widely spoken in our district.)</li> <li>• Ensure that designated staff at each school maintains attendance records in an appropriate database provided by the District.</li> </ul>		

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<ul style="list-style-type: none"> <li>• Build a consensus among the entire staff on the need to stress the importance of daily attendance.</li> <li>• Make the final determination of whether an absence is excused or unexcused.</li> </ul> <p><u>TEACHERS</u></p> <p>It is imperative that teachers play the critical role in relaying the importance of daily attendance to students and parents. The monitoring and reporting of pupil attendance (school attendance and class attendance) is a high priority non-instructional responsibility of teachers. To fully facilitate their role, teachers are required to:</p> <ul style="list-style-type: none"> <li>• Take attendance daily.</li> <li>• May require students to make up the learning activities they missed as a result of their being absent.</li> <li>• Consistently and accurately complete their portion of the attendance recording and monitoring process.</li> <li>• Document efforts to improve student attendance. (Phone calls, notes, meetings)</li> <li>• Inform principals/administration of any attendance irregularities.</li> <li>• Communicate to students and parents that daily attendance is important and expected.</li> <li>• Alert the appropriate staff regarding all students with attendance problems.</li> <li>• Work in partnership with support staff assigned to attendance concerns.</li> </ul> <p><u>SUPPORT SERVICES STAFF</u> (Guidance Counselors, Social Workers, Nurses, Psychologists) Successful learning requires that school staff, student and parent/guardian work together on</p>		

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<p>academic achievement, positive citizenship, self-esteem, and involvement in school activities.</p> <p>Support Services Staff are required to:</p> <ul style="list-style-type: none"> <li>• Assist in the monitoring of attendance and chronic tardiness issues.</li> <li>• Recognize and/or reward improved attendance for students in collaboration with building staff.</li> <li>• Work with students in groups or individually to improve problematic attendance.</li> <li>• Attend parental conferences and other related meetings regarding non-attending students.</li> <li>• Visit homes, as necessary, provide interventions and make appropriate agency referrals to assist parents of truant students.</li> <li>• Document efforts to improve student attendance.</li> </ul> <p align="center"><b><u>PARENT/GUARDIAN RESPONSIBILITIES</u></b></p> <p>Parents play the most critical role in student attendance. They must be included in any effort to improve student attendance. Parents are urged to:</p> <ul style="list-style-type: none"> <li>• Be responsible for their child’s daily attendance</li> <li>• Stress the importance of daily attendance to their child.</li> <li>• Notify the school when the child is absent.</li> <li>• Provide the school with accurate emergency contact numbers.</li> <li>• Notify the school, in the case of a long-term illness, so that an instructional plan can be developed.</li> </ul>		

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- Attend meetings pertaining to the attendance of their child.

**STUDENT RESPONSIBILITIES**

In the matter of attendance, students will be required to:

- Be aware of attendance standards, expectations and consequences.
- Accept responsibility and be accountable for their daily attendance.
- Complete make-up work on a timely basis.
- Attend all classes.

**DEFINITIONS**

- Student – Any child, age 5 to 22, enrolled in Danbury Public Schools.
- Unexcused absence – Those absences that are not excused (as defined below) and which are in violation of the Board’s requirement of regular attendance of all students.
- Excused absence – Any absence from a regularly scheduled school day for:
  - a) Reasons of health, including illness, incapacity, or doctor’s visits. The District reserves the right to require a physician’s or other appropriate certification for absences in excess of five (5) consecutive days or a total of fifteen (15) days in any school year.
  - b) Religious holidays
  - c) Court appearance
  - d) Funeral

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<p>e) Approved school activities</p> <p>f) Suspensions</p> <p>g) Limited absence from school for educational activities with parental consent and principal notification i.e. college visitation, school related trip.</p> <p>h) Family emergencies</p> <ul style="list-style-type: none"> <li>• Truant – Any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.</li> </ul> <p align="center"><b><u>GENERAL PROCEDURES FOR K-12</u></b></p> <p>In accordance with Board policy 7-101 and P.A. 00-157, the following procedures shall be followed for monitoring, reporting, and intervening with regard to student absences.</p> <ol style="list-style-type: none"> <li>1. Annually at the beginning of school, mid-year, and upon enrollment of a child, the school administration shall notify all parents/guardians of enrolled students of their obligation to assure that such children attend school or show that they are elsewhere receiving equivalent instruction. This notification will be returned to the classroom teacher signed by the parent/guardian and kept on file for one (1) year.</li> <li>2. Annually at the beginning of school, and upon the enrollment of a child during the school year, the building principal or his/her designee shall request from the parent/guardian a telephone number or other means of contacting such parent/guardian during the school day (at least two emergency numbers shall also be required). It is the responsibility of the parent/guardian to notify the school of any change in information.</li> <li>3. It is the responsibility of the parents to call in every day that the child is absent with the explanation of that absence.</li> <li>4. The classroom teacher will take attendance daily at the beginning of each day</li> </ol>		

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<p>or the start of class or homeroom. All absences and tardies will be recorded in the teacher’s record book and reported to the main elementary school’s office or attendance office.</p> <p>a</p> <ol style="list-style-type: none"> <li>5. The Building Principal will determine intervention for chronic tardiness (4 in month or 10 in a year). Consequences may include but not be limited to detention, loss of privileges or loss of course credit.</li> <li>6. Each school will provide interventions and make appropriate community referrals to improve student attendance.</li> <li>7. Whenever, a student is absent for three (3) consecutive days or there is a pattern of frequent absences without previous notice from the parent, the teacher will contact the home to make inquiries. Two (2) attempts to reach the telephone number provided by the parent/guardian will be made and documented. Attempts should be logged on the form provided by the Superintendent of Schools Central Office</li> <li>8. If the parent/guardian can not be contacted by phone, a letter shall be sent home by the school to notify the parent/guardian of the student’s absence. This letter shall request that the parent/guardian notify the school of future absences.</li> <li>9. Staff responsible for monitoring attendance shall report student absences of 10 or more, excused or unexcused, to the building principal and/or his/her designee. At the discretion of the building principal, a doctor’s note may be required to verify student absences.</li> <li>10. To improve the student’s attendance, appropriate interventions will be implemented and contact with the parent via phone, letter and/or meeting will be made. Referrals to community agencies will be made as deemed necessary.</li> <li>11. A student will be identified as “truant” when he or she has four (4) unexcused absences in any one month or ten (10) unexcused absences in any</li> </ol>		

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<p>given school year.</p> <ol style="list-style-type: none"> <li>12. At the high school level, the Attendance Office and/or other building designee will notify the Guidance Counselor when a student has five (5) unexcused absences.</li> <li>13. At the middle school, PPS Team reviews attendance of students.</li> <li>14. The building staff will make a referral to the Child Study Team (CST) or Planning and Placement Team (PPT) if the student receives special education services.</li> <li>15. A meeting with appropriate school staff and with the student's parent/guardian will be convened within ten (10) school days of designation as a truant. The purpose of the meeting will be to review and evaluate the reason for the child being truant. Should such parent/guardian decline to attend the meeting, that fact shall be documented, the meeting held, and a court referral made. (This is the only remaining circumstance under which a court referral is <u>required</u> by law. In other circumstances e.g. when parents <u>try</u>, but kids remain truant, we <u>may</u> refer to court).</li> <li>16. If attendance does not improve within a reasonable time period and reasonable efforts have been exhausted, building staff will consider making a referral to the Department of Children and Families (DCF) and/or Superior Court- Juvenile Matters.</li> <li>17. End of the year attendance numbers will be reported to the Superintendent or his/her designee. This information will be compiled on a district wide basis and submitted to the State Department of Education.</li> </ol> <p align="center"><b><u>GENERAL PROCEDURES FOR GRADES 9-12</u></b></p> <ol style="list-style-type: none"> <li>1. Once five (5) unexcused absences are confirmed, the Guidance Counselor will</li> </ol>		

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<p>notify the appropriate Assistant Principal and schedule a meeting with the parent and/or student.</p> <p>2. If unexcused absences continue, the student will be referred to Child Study Team (CST) or Planning and Placement Team (PPT). The CST and PPT will consider appropriate interventions, which may include referral to community-based programs and the Superior Court – Juvenile Matters.</p> <p align="center"><b><u>TARDINESS</u></b></p> <p>Tardiness is the “gateway to absenteeism.” It is the students’ responsibility to arrive to school on time. It is the parent’s responsibility to insure the student’s timely arrival or provide a specific written reason for tardiness. A continuum of consequences may include detention, letters, meetings with parents and other such consequences deemed appropriate by the building administrator.</p> <p>Student tardiness will be excused for the following reasons only:</p> <ol style="list-style-type: none"> <li>1. Medical reasons or appointment (accompanied by a note from the parent or guardian),</li> <li>2. Family emergency (accompanied by a note from the parent or guardian), or</li> <li>3. Court appearance (accompanied by a note from the court).</li> </ol>		

