

Students**Attendance/Excuses/Dismissal****Attendance**

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons, residing in the District, five years of age and over, who reach age five on or before the first day of September of any school year, and under twenty-one (age twenty-two for special education students) who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student is also in attendance if the student is participating in statutorily authorized remote learning as determined through a combination of synchronous virtual classes, synchronous virtual meetings, activities on time-logged electronic systems, and/or the completion and submission of assignments, for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is a lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence, or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198b.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

School chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Note: The use of the state-approved definitions of “excused” and “unexcused” absences is for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal purposes, such as decisions on promotion and grading.

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.

B. A student’s engagement in remote classes, remote meetings, activities on time-logged electronic systems, and completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning, is excluded from the definitions of “excused absence” and “unexcused absence.”

C. Absence resulting from a student enrolled in grades K-12, taking two mental health days during the school year. Such absence is to permit the student to attend to his/her emotional and psychological well-being in lieu of attending school.

The student shall not be required to present documentation or parental/guardian consent. For purposes of school year limitation, such absence shall be identified as a “mental health wellness day.”

A student cannot take these mental health days consecutively.

Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official who spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence, as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

D. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student’s observance of a religious holiday;
3. Death in the student’s family or other emergency beyond the control of the student’s family;
4. Mandated court appearances (documentation required);

5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
 6. Extraordinary educational opportunities pre-approved by District administration, and to be in accordance with Connecticut State Department of Education guidance.
- E. A student's absence from school shall be considered unexcused unless:
1. The absence meets the definition of an excused absence and meets the documentation requirements; or
 2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and is excluded from these State Board of Education-approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child, who is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be completed within five (5) days of the student's return to school.

Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences, the child, parent, or legal guardian shall be responsible for obtaining assignments from the student's teacher before any period of excused absence, and for ensuring that such assignments are completed by such child before his or her return to school from such period of excused absence.

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District's chronic absenteeism rate is 10 percent or higher.

2. A team for the school 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 school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

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

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education. Such plans must include the means to collect and analyze data on student attendance, truancy, and chronic absenteeism. The data must be disaggregated by school district, school grade, and subgroups such as race, ethnicity, gender, eligibility for free or reduced-price lunch, students whose primary language is not English, and students with disabilities.

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

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant, or who is at risk of becoming a truant. *(An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)*

Dismissal

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the Superintendent's or his/her designee's approval.

No teacher may permit any student to leave school before the regular hour of dismissal without the Principal's permission.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official has legal permission to take custody of a child, or if a police officer arrests a student, the administration should notify the parent/guardian.

(cf. 5113.2 - Truancy)

(cf. 5142 - Student Safety)

(cf. 6113 - Released Time)

Legal Reference: Connecticut General Statutes

10-220(c) Duties of boards of education (as amended by PA 15-225)

10-184 Duties of parents (as amended by PA 98-243, PA 00-157, and PA 18-15)

10-185 Penalty

10-198a Policies and procedures concerning truants (as amended by PA11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee)

10-198b State Board of Education to define “excused absence,” “unexcused absence,” and “disciplinary absence” (as amended by PA 21-46, Section 19)

10-198c Attendance review teams.

10-198d Chronic absenteeism (as amended by PA 17-14 and PA 18-182)

10-199 through 10-202 Attendance, truancy - in general

45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)

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.

PA 17-14 An Act Implementing the Recommendations of the Department of Education

PA 21-46 An Act Concerning Social Equity and the Health, Safety, and Education of Children

Action taken by the State Board of Education on September 7, 2022, to amend the definition of “in attendance.”

Policy adopted: 4/20/26