

## Attendance/Excuses/Dismissal

## Attendance

Connecticut state law requires parents/guardians to cause their children, ages five(5) through eighteen(18) inclusive, to attend school regularly during the hours and terms the public school is in session. Parents/guardians having control of a child five(5) years of age have the option of not sending the child to school until ages six(6) or seven(7). Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

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 who is serving an out-of-school suspension or expulsion will 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 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.

## Excuses

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.

Such documentation includes:

1. a signed note or an email from the student’s parent/guardian;
2. a signed note from a school official who spoke in person with the parent/guardian regarding the absence, or
3. 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.

## Students

### Attendance/Excuses/Dismissal

#### Excuses (continued)

- B. 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 guidelines
- C. 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 are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent/guardian that he/she 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 such parent or other person having control of the child.

Responsibility for completion of missed class-work lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

## Students

### Attendance/Excuses/Dismissal Excuses (continued)

#### Dismissal

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

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

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 with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

(cf. 5142 - Student Safety)

(cf. 5113.2 - Truancy)

(cf. 6113 - Released Time)

Legal Reference: Connecticut General Statutes  
 10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)  
 10-185 Penalty  
 10-198a Policies and procedures concerning truants (as amended by P.A.11-136, An Act Concerning Minor Revisions to the Education Statutes.)  
 10-199 through 10-202 Attendance, truancy - in general  
*Action taken by State Board of Education on January 2, 2008, to define "attendance."*  
*Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.*

Policy adopted: 3/6/13

BROOKFIELD PUBLIC SCHOOLS  
 Brookfield, Connecticut