

Students

Attendance and Truancy

The Ansonia Board of Education believes that regular attendance is essential to the overall academic, social and emotional development of students. Parents and school personnel must work together to help students take advantage of their educational opportunities. In this respect, parental guidance is essential to encouraging regular school attendance.

The Ansonia Board of Education requires that each parent or other person having control of a child at least five (5) years of age and under eighteen (18) years of age, who resides in Ansonia, shall cause such child to attend school regularly during the hours and terms that the Ansonia Public Schools are in session, except as follows:

1. The student has graduated from high school;
2. The student is age five (5) or six (6) and a parent or other person having control of the student has personally appeared at the Ansonia Board of Education office and signed an option form setting out his/her election not to enroll the student in school for that given year in accordance with Board policy;
3. The student is age sixteen (16) or seventeen (17) and a parent or other person having control of the student has personally appeared at the Board of Education office and signed an option form setting out his/her election not to enroll the student for that given year in accordance with Board policy; or
4. The parent or other person having control of the student shows that the student is elsewhere receiving equivalent education in studies taught in the public schools and/or has completed the necessary home-schooling paperwork with the Superintendent's Office.

Truancy

The Ansonia Board of Education will monitor the attendance of students who are between the ages of five (5) and eighteen (18), inclusive, in order to identify students who are truant. The Ansonia Board of Education will enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

A "truant" is defined as a student enrolled in Ansonia Public Schools between the ages of five (5) and eighteen (18), inclusive, with four or more unexcused absences in any calendar month or ten unexcused absences within any school year.

It is the responsibility of the Ansonia Public Schools to notify parents/guardians annually, in writing, of their obligation concerning this policy. It is the responsibility of the parent/guardian to provide the school with a telephone number or other means of contact during the school day.

Students

Attendance and Truancy (continued)

Legal Reference: Connecticut General Statutes

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

10-185 Penalty

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

Policy adopted: April 7, 2004
Policy revised: December 6, 2006

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

Students

Attendance and Truancy

Grades K-8

Ansonia Public Schools defines the following attendance procedures:

“Absence” is when a student enrolled in Ansonia Public Schools is absent from school for an entire day, based on the criteria determined by each level.

With official documentation, the following absences from school may be considered “excused” for students in Grades K-8:

1. Illness with written doctor's verification upon three (3) or more consecutive absences, or four (4) or more days in one month, or medical documentation for a chronic illness;
2. Appointment with a health professional for emergency purposes only;
3. Death in the family;
4. Observation of religious holidays;
5. Court appearances;
6. Suspension from school;
7. Expulsion from school;
8. Limited absence from school with parental consent, subject to the approval of the Superintendent or his/her designee; or
9. High school orientation, subject to approval by guidance and/or building Principal.

“Tardy” is defined as the arrival of a student to school any time after the scheduled start of the school day. **“Early departure”** is defined as a departure of a student from school any time prior to the scheduled end of the school day. Tardies and early departures will be treated in a manner similar to absences. Any student in Grades K-8 arriving 30 minutes or more after the start of the school day should be accompanied by a parent/guardian. For students in Grades K-8, four (4) unexcused tardies or early departures will constitute one unexcused absence.

Students who enter John G. Prendergast School, John C. Mead School or Ansonia Middle School after the start of the school year will be required to abide by this policy. The maximum number of unexcused absences shall be prorated on the basis of the number of the student's full months of enrollment in the Ansonia Public Schools.

Students

Attendance and Truancy (continued)

Attendance and Possible Retention - Grades K-8:

For the K-8 level, students absent more than 20 days each school year shall be seriously considered for retention, unless the School Review Board - which is comprised of principals, teachers, and other appropriate staff members - determines that the student is eligible for advancement to the next grade. These absences include all legitimate illness absences and any or all other reasons a student may have for staying home or a parent may have for keeping a student home. Evidence of extraordinary illness must include statements from a physician.

If a student accumulates 20 days of unexcused absences, he/she shall be identified as truant and the School Review Board will meet to determine retention. Any appeal requesting an exception to the policy will be acted upon at this time. For students attending the elementary schools (Gr. K-5), appeals should be made in writing to the building Principal, and for students attending Ansonia Middle School (Gr. 6-8), appeals should be made in writing to the Guidance Department.

Truancy

Pursuant to Connecticut General Statutes § 10-198a, the Ansonia Public Schools enact the following procedures concerning truants:

The School administration will:

1. Meet with the parents of each student who is truant, or other persons having control of such student, and appropriate school personnel to review and evaluate the reasons for the student being a truant, provided such meeting shall be held not later than ten school days after the student's fourth unexcused absence in a month or tenth unexcused absence in a school year. The Superintendent must file a "family with service needs" petition with the Superior Court if the parent or other person responsible for the education of the student fails to attend this meeting or otherwise fails to cooperate with the school in attempting to solve the truancy problem;
2. Coordinate services with and referrals of such students to community agencies providing child and family services;
3. Provide notification annually at the beginning of the school year and upon any enrollment during the school year to the parent or other person having control of each student of the obligations of the parent or such other person pursuant to section 10-184(4);
4. Obtain annually at the beginning of the school year and upon any enrollment during the school year, from the parent or other person having control of each student in a grade from kindergarten to eight, inclusive, a telephone number or other means of contacting such parent or such other person during the school day; and

Students

Attendance and Truancy (continued)

5. Whenever a child enrolled in school in any such grade 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 other person having control of the student is aware of the student's absence, make a reasonable effort to notify, by telephone, the parent or such other person shall be made by school personnel or volunteers under the direction of school personnel.

Parents or other person having control of a student are strongly encouraged to contact school authorities if they have any questions/concerns regarding their student's attendance.

Grades 9-12

Ansonia Public Schools defines the following attendance procedures:

“Absence” is when a student enrolled in Ansonia Public Schools is absent from school for an entire day, based on the criteria determined by each level.

With official documentation, the following absences from school may be considered “excused” for students in Grades 9-12:

1. Illness with written doctor's verification upon three (3) or more consecutive absences, or four (4) or more days in one month, or medical documentation for a chronic illness;
2. Appointment with a health professional for emergency purposes only;
3. Death in the family;
4. Observation of religious holidays;
5. Court appearances;
6. Suspension from school;
7. Expulsion from school;
8. Limited absence from school with parental consent, subject to the approval of the Superintendent or his/her designee; or
9. College orientation, subject to approval by guidance and/or building Principal.

“Tardy” is defined as any time after the scheduled start of the school day. **“Early departure”** is defined as a departure any time prior to the scheduled end of the school day. Tardies and early departures will be treated in a manner similar to absences. For students in Grades 9-12, four unexcused tardies or early departures will constitute one unexcused absence.

Students who enter Ansonia High School after the start of the school year will be required to abide by this policy. The maximum number of unexcused absences shall be prorated on the basis of the number of the student's full months of enrollment in the Ansonia Public Schools.

Students

Attendance and Truancy (continued)

Grades 9-12 (continued)

Attendance and Possible Retention – Grades 9-12

For those in Grades 9-12, students with more than eight (8) unexcused absences in a half-year or one semester course will receive a final grade of "F," and students with more than sixteen (16) unexcused absences in a full year course will receive a final grade of "F." This grade change will take place regardless of the student's grades in his/her individual classes. Failing grades shall be issued by teachers, not by the administration.

Parents will be notified by letter after the fourth (4th) day of absence, the eighth (8th) day of absence, and the twelfth (12th) day of absence.

The appeals process for all other absences will be handled in the following manner: Appeals for one semester courses will take place within five (5) working days after the date indicated on the report card. Similarly, appeals for full year courses will take place within five (5) working days after the date indicated on the report card.

Appeals may take the form of medical evidence and/or written documentation of extenuating circumstances surrounding the absences. Appeals must be requested within the time frame; failure to request a timely appeal will negate all rights and no appeal hearing will be granted.

After presentation of written notice, the attendance committee may request a parent to attend the informal hearing or may grant or deny the appeal based on written documentation only. The attendance committee will consist of school administrator(s), guidance counselors and other faculty designee(s).

Truancy

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The School administration will:

1. Meet with the parents of each student who is truant, or other persons having control of such student, and appropriate school personnel to review and evaluate the reasons for the student being a truant, provided such meeting shall be held not later than ten school days after the student's fourth unexcused absence in a month or tenth unexcused absence in a school year. The Superintendent must file a "family with service needs" petition with the Superior Court if the parent or other person responsible for the education of the student fails to attend this meeting or otherwise fails to cooperate with the school in attempting to solve the truancy problem;

Students

Attendance and Truancy

Grades 9-12 (continued)

Truancy (continued)

2. Coordinate services with and referrals of such students to community agencies providing child and family services;
3. Provide notification annually at the beginning of the school year and upon any enrollment during the school year to the parent or other person having control of each student of the obligations of the parent or such other person pursuant to section 10-184(4);
4. Obtain annually at the beginning of the school year and upon any enrollment during the school year, from the parent or other person having control of each student, a telephone number or other means of contacting such parent or such other person during the school day; and
5. Whenever a child enrolled in school in any such grade 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 other person having control of the student is aware of the student's absence, make a reasonable effort to notify, by telephone, the parent or such other person shall be made by school personnel or volunteers under the direction of school personnel.

Parents or other person having control of a student are strongly encouraged to contact school authorities if they have any questions/concerns regarding their student's attendance.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents

10-198a Policies and Procedures Concerning Truants

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

46b-149 Family with Service Needs

Regulation approved: December 6, 2006

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

ANNUAL NOTIFICATION OF OBLIGATIONS UNDER C.G.S. 10-184

Dear _____,

Connecticut law requires that the Ansonia Public Schools provide you with this written notice of your obligations under Connecticut General Statute 10-184. This law provides that each parent or other person having control of a child five years of age and older and under eighteen years of age, is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction, or that the child has graduated from high school or that the child ages sixteen or seventeen has withdrawn from school with the written permission of the parent or person having control of such child. Connecticut General Statute 10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by a \$25.00 fine.

Regular student attendance is essential to the educational process. So that we may seek to inform you if your child is absent without explanation, the law also requires that we obtain from you a telephone number or other means of contacting you during the school day. Please meet this obligation by filling out and promptly returning the form below.

Thank you for your cooperation.

Sincerely,

(Principal)

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	FATHER	MOTHER
_____ Mother's Name (please print)	_____ Address	_____ Address
_____ 	_____ Home Phone	_____ Home Phone
_____ Father's Name (please print)	_____ Work Address	_____ Work Address
_____ Name(s) of student(s):	_____ Work Phone	_____ Work Phone
_____ Emergency Phone #1	_____ Emergency Phone #2	_____ (Relative, Friend, Neighbor)

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

PARENT NOTIFICATION LETTER FOR TRUANCY PROBLEMS

Dear (Parents Name),

As you know, children must attend school regularly to be successful. There is a compulsory school attendance law in Connecticut and parents and other persons having control of a child are legally responsible for keeping their children in school. I'm sure that you want your child to do well in school and therefore, we are asking you for your help. (Child's Name) has (number of unexcused absences) from school. You have already received information from the school district on the attendance policy which states that if a student is absent for more than 20 days, s/he may not be promoted to the next grade.

(Child's Name) has a serious attendance problem and we all need to work together solve it. Please contact (Staff Contact Person) at (Telephone Number) immediately for an appointment. We will work with you and your child to improve school attendance.

Sincerely,

Principal