

North Haven Public Schools

Elementary and Middle School Attendance Policy

Philosophy

The North Haven Public Schools (Elementary and Middle School) community believe that school attendance is essential to academic success. Connecticut State Law requires parents to ensure their children attend school regularly during the hours and terms the public school is in session. In monitoring student attendance, the Elementary and Middle Schools adhere to these philosophical convictions:

- Time spent in class is academic opportunity.
- Research shows that time spent on task (learning) increases a student's academic progress.
- To succeed, students must be ready to learn and contribute in the classroom.
- In school, as in life, success depends largely on teamwork.

General Expectations

Students are expected to:

- Attend school regularly and on time.
- Come to school with materials and prepared to learn.
- Contribute to class.
- Obtain schoolwork following an absence.

Parents are expected to:

- Ensure students attendance in class (required by law in Connecticut General Statutes 10-198a).
- Cooperate with the school to help students achieve academic success.

North Haven Public Schools are expected to:

- Maintain accurate student attendance records.
- Provide an attendance policy that supports the North Haven Public Schools mission statement.
- Provide notification annually to parents of their obligation under mandatory attendance laws.

Definitions

Length of School Day:

Elementary: The school day begins at 8:30 am and ends at 3:02 pm.

Middle School: The school day begins at 7:58 am and ends at 2:30 pm.

Truant: A student between the ages of 5-18 enrolled in a public or private school who has

accumulated **four unexcused absences from school in a month or ten unexcused absences in a school year.**

Absent Student: A student who does not attend school.

Tardy Student: A student who arrives to school after 7:58 am (Middle School) and after 8:30 am (Elementary).

Early Dismissal Student: A student who leaves school prior to 2:30 pm (Middle School) and prior to 3:02 pm (Elementary).

Attendance

Under certain circumstances and with appropriate documentation a principal *may* remove an absence from a student's record. The following is a list of some, but not all, of the causes for which absences *may be excused*:

- Major/chronic illness or injury documented by a doctor
- Death or critical illness in the family
- Major disruption in a family authenticated by an administrator
- Court appearances (verified by the court)
- Religious holidays
- Certain medical appointments with a physician's note.

The following absences are **not excused**:

- Occasional absence due to illness with or without an explanation/note from a parent/guardian
- Family vacations while school is in session
- Late arrival or early dismissal from school

Unexcused Tardies/Early Dismissals will be recorded. Students accumulating **four unexcused tardies/early dismissals will equal one (1) absence.**

The principal/designee must conduct a meeting (within 10 school days) after the **fourth (4) unexcused absence in one month** or the **tenth (10) unexcused absence in one year** with the parent/guardian of the student and appropriate school personnel to review and evaluate the reasons for the student being absent/truant.

The principal/designee will, as deemed appropriate, coordinate services with referrals of students to community agencies providing child/family services.