Students

Attendance/Excuses/Dismissal

Attendance

Connecticut state law requires parents to cause their children five years of age and over and under eighteen years of age to attend school regularly during the hours and terms the public school is in session. Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The CREC Council 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. Guidelines for addressing absences and tardiness are contained in the individual school parent-student handbooks.

Excused Absences

A student’s absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten days of the student’s return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets one of the following criteria:

A. For absences one through nine, if the student’s parent approves such absence and submits appropriate documentation.

B. For the tenth absence and all absences thereafter, if the student’s absences from school are for one of the following reasons:

1. Student illness. All student illnesses must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of 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 (additional documentation required).

5. The lack of transportation that is provided by a district other than the one the student attends.

6. Extraordinary educational opportunities pre-approved by CREC administrators and in accordance with Connecticut State Department of Education guidance.

C. A student whose parent or legal guardian is an active duty member of the armed forces, 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, will be granted ten days of excused absences in any school year to visit the parent or legal guardian. The student and
parent or legal guardian will be responsible for obtaining assignments from the student's teachers prior to the student’s absence, and for ensuring that the assignments are completed by the student prior to his or her return to school from such absence.

Written documentation of student absence should include a signed note from the student’s parent; a signed note from a school official that spoke in person with the parent regarding the absence; or a note confirming the absence by the school nurse or a licensed medical professional; as appropriate. Documentation should explain the nature and reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absence. Steps should be taken to allow non-English speaking parents to submit documentation in their native language.

**Unexcused Absences**

A student’s absence from school shall be considered unexcused unless it meets one of the following criteria:

A. The absence meets the definition of an excused absence (including documentation requirements); or

B. The absence is the result of school or district disciplinary action.

**Tardiness to Class**

Continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. Students are expected to be in their places, ready for work, at the bell.

**Requests for Early Dismissal**

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

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 takes custody of a student, or if a police officer arrests a student, the parent/guardian shall be notified by the administration.

Permission for leaving school early must be granted by the principal or designee according to each individual case.

(cf. 5113.2 Truancy)
Legal Reference: Connecticut General Statutes

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

10-198a through 10-202 Attendance, truancy in general.

10-202e-f Policy on dropout prevention and grant program.

10-221(b) Board of education to prescribe rules.


Public Act 14-198, An Act Concerning Excused Absences From School For Children of Service Members.

Policy adopted: June 18, 2003 CAPITOL REGION EDUCATION COUNCIL
Policy revised: January 21, 2015 Hartford, Connecticut