

**ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE
AND TRUANCY**

A. Definitions

1. “Student” – a student enrolled in the Coventry Public Schools.
2. “Unexcused absence” – any absence from a regularly scheduled school day, which absence is not an excused absence.
3. “Excused absence” – an absence from a regularly scheduled school day which, as determined by the building principal or his/her designee, is for:
 - a. reasons of health, including illness, incapacity, or doctor’s visits. The administration reserves the right to require physician or other appropriate certification for absences in excess of five (5) consecutive days or of a total of fifteen (15) days in any school year.
 - b. religious holidays.
 - c. court appearance.
 - d. funeral or death in the family.
 - e. approved school activities, including field trips.
 - f. suspension or expulsion.
 - g. special activities or emergencies with the consent of the parent or other person having control of the child in limited circumstances.
4. “Truant” – any student five to eighteen years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year. A student five or six years of age shall not be considered truant if his/her parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five or six years of age.

B. Procedures for students in grades K-12

1. Notification

- a. Annually at the beginning of the school year and upon enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K–12 in writing of the obligations pursuant to Conn. Gen Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Coventry Public Schools.
- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-12 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-12. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal or his/her designee shall make a reasonable effort to notify the parent or other person having control of such student by telephone of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. [Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.] Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

C. Procedures applicable to students ages five to eighteen

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent or other person having control of such student and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. [If the parent or other person declines to attend the meeting, that fact shall be documented and the meeting shall proceed with school personnel in attendance.]
- b. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a, above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b-149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- c. The Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems shall be referred to the building Child Study Team [or other appropriate body] for program review and assistance. The Team will review the student's need for referral for a PPT meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems shall be referred for a PPT meeting for program reviews.

ADOPTED: January 30, 2003

**NOTIFICATION REGARDING STUDENT ATTENDANCE
(SAMPLE)**

Regular and punctual student attendance is essential to the educational process. Connecticut Public Act 2000-157 provides that “each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age may consent, as provided in this section, to such child’s withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. The school district shall provide such a parent or person with information on the educational options available in the school system and in the community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system.” In order to assist parents and other persons in meeting this responsibility, the Coventry Board of Education monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. The Board, therefore, must obtain a telephone number or other means to contact parents or other persons during the school day.

**5110a
Regulation**

Please provide the following information and return the completed form, signed and dated to:

Coventry Board of Education
1700 Main Street
Coventry, CT 06238

Student's Name: _____

Address: _____

School/grade: _____

Father's Daytime Telephone Number*: _____

Mother's Daytime Telephone Number*: _____

Daytime Telephone Number* of Other
Person Having Control of Student: _____ Relationship to Student: _____

*If no daytime telephone number is available, please specify other means by which
school personnel may contact you during the day. _____

Signature: _____

Date: _____

UNEXCUSED ABSENCES TELEPHONE LOG

Date

School

School Staff Member/ Volunteer	Student's Name	Parent or Other Person Having Control of Student	Telephone Number	Outcome *
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____

*No answer = N

Left Message = LM

Notification Made = NM