

East Windsor Public Schools

Attendance Protocol

2019-2020

	A	B	C	D
1	<u>Absences</u>	<u>Procedure</u>	<u>Reason</u>	<u>Reminders</u>
2	2 unexcused absences in a month	School messenger sent to parent	Provides opportunity for parent to obtain documentation to excuse absences	Absences 1-9 can be excused with a written parent note if received within 10 days of the absence
3	4 unexcused absences in a month	Letter mailed home. Phone meeting required for 4 unexcused absences with parent, outreach social worker, nurse leader, and administrator	Truancy- 4 unexcused absences in a month is considered truancy by CT state law.	The state requires school districts to file DCF when students are habitually truant
4	3 unexcused/excused absences before November 1, 2019	School messenger sent home as a reminder for appropriate medical, dental, legal or parental excuses	Daily attendance at school is critically important for academic and social success of all students	Each incident of absences requires a separate note
5	6 unexcused/excused absences in a year	Letter mailed home with information on helping students come to school and decrease absenteeism	Truancy- 10 unexcused absences in a year is considered "truancy" by CT state law.	Any absence after 9 must have medical, dental or legal documentation to be excused. Family vacations taken after 9 absences are unexcused.
6	9 unexcused/excused absences in a year	Letter mailed home. Meeting required with parent, outreach social worker, nurse leader, and administrator. All CREC liaisons informed with list of students who reach this point	Meet to collaborate with parent to develop plan of support for student if necessary	All future student illness absences will now require a medical note from a licensed medical professional to be deemed excused regardless of the length of absence
7	2 unsuccessful attempts to meet or connect with a parent by phone	Home visit from outreach social worker and nurse leader	Collaborate with parent to provide support for student to meet his/her academic, social-emotional or medical concerns	Home visits will be made when parents do not attend scheduled meetings or return the school's phone calls
8	3 tardies in a marking term	School messenger sent to parent	Provides opportunity for parent to provide documentation to excuse tardiness	If your child sees a dentist, orthodontist, a counselor or a physician before coming to school please obtain a note to excuse your child's tardiness
9	6 tardies in a marking term	Letter mailed home. Meeting required with parent, outreach social worker, nurse leader, and administrator	3 tardies = 1 absence (High School only)	Students not in good attendance standing can lose privilege of field trips, interscholastic sports, prom and all senior activities (High School)
10	Any tardy beyond half the school day is considered an absence from school	Tardy is unexcused unless physician, dental, or legal note provided to school	Students must be in attendance half a day to be considered present in school	Students can lose credit for more than 6 absences in a half year course. (High School)
11	Any dismissal before half the school day is completed is considered an absence from school	Dismissals are unexcused without physician, dental or legal note provided to school	Students must be in attendance half a day to be considered present in school	Students can lose credit for more than 12 absences in a full year course. (High School)