

## **SCOTTS RIDGE MIDDLE SCHOOL**

### **Attendance Policy**

It is the responsibility of parents/guardians to ensure compliance with the State of Connecticut's compulsory school attendance requirements (Connecticut General Statute 10-184). Students are required to attend class on a regular basis and be on time for class. Regular class attendance increases the student's probability for a successful performance and fosters the development of punctuality, self-discipline, and responsibility.

If a student is absent, he or she may not participate in any athletic team or school activities scheduled on the day of that absence. Students excused from school are responsible for contacting the teachers of any classes missed and making up any outstanding assignments within the time frame designated by the teacher.

Individual student attendance information may be accessed through the PowerSchool Portal.

### **Notifying the Attendance Office**

In order to excuse an absence, parents/guardians need to log into School Dismissal Manager. Students must sign in at the Attendance Office if they arrive late to school.

**Attendance Policy** – A student's first through ninth absence from school is considered excused when the student's parent /guardian approves such absence and submits appropriate documentation.

- ★ After three unexcused absences at SRMS, the guidance counselor will call parent/guardian to discuss the attendance. Letter will go home to document call or attempted contact.
- ★ After six unexcused absences at SRMS, the principal or assistant principal will call the parent/guardian to discuss the attendance. Letter will go home to document call or attempted contact.
- ★ After nine unexcused absences at SRMS, the guidance counselor will call parent/guardian to set up a meeting with administrators to discuss attendance. Letter will go home to document call or attempted contact.
- ★ After ten unexcused absences in a school year or four unexcused absences in a month, the student will be reported "truant."
- ★ Parents must provide a medical professional's note for excused absences in excess of 10 days. Documentation must be submitted to the Attendance Office upon the return to school.

### **Parent or guardian phone call is required.**

**Ten and above:** *Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length).*

- Student's observance of a religious holiday.
- Death in the student's family or other emergency beyond the control of the student's family.
- Mandated court appearances (additional documentation required).
- The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not needed for this reason).
- Extraordinary educational opportunities pre- approved by district administrators. (additional documentation required).

Parent or guardian note and, in some cases, additional documentation (see details of specific reason).

**\* Note: The total number of days absent includes both excused and unexcused absences.**

Students may be asked to provide documentation explaining the reason for any absence. In these cases, please provide a medical professional's note; if the student was not seen by a medical professional, a note from a parent/guardian or age of majority student will suffice.

Parents must provide a medical professional's note for excused absences in excess of ten days. Documentation must be submitted to the Attendance Office upon the return to school.

### **Unexcused Absences**

All absences for reasons other than legally excusable reasons are considered unexcused absences. The following constitute unexcused absences:

- Truancy
- Leaving class before being officially dismissed

### **Long-Term Absences**

Parents should notify the Attendance Office and counselor in the event of a long-term absence. Counselors may arrange for alternate instruction or tutoring if the situation requires it.

### **Truancy**

Students are required by Connecticut State Law to attend school until the age of 18 inclusive. A student is considered truant if he/she accrues **four** days of unexcused absences in a month or **ten** days of unexcused days of absences in a school year. Students who are truant will be referred to the appropriate authorities.

### **Vacations While School is in Session**

It is the responsibility of parents and students to make arrangements for loss of instruction caused by absences due to a family vacation. Parents are urged to schedule family vacations during the regular school vacation time. Families should be aware that school cancellation days during the winter months may extend the date for the last day of school. Please consider the possibility that the school year may be extended through the last week of June when making summer plans.

For more detailed information, please visit the Connecticut State Department of Education *Attendance Policy* page:

[http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines\\_excused\\_and\\_unexcused\\_absences.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines_excused_and_unexcused_absences.pdf)

