

REGIONAL SCHOOL DISTRICT 13
OFFICE OF THE SUPERINTENDENT

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October 14, 2014

Dear Parents and Guardians,

I am writing to share district information with you regarding our attendance policy. This information is not new, but some of you may be unaware of the details of this policy especially as students incur successive absences. Clearly students at the high school level have additional considerations with absences due to potential loss of credit. Our goal throughout the district regardless of students' age and grade in terms of attendance is daily, on time, full-day attendance. Arriving to school on time is critically important. With the exception of CRHS, if your child does arrive late to school, you are required to sign them in to school.

Board of Education Policy 5113 indicates:

Excused absence - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:

- A. Any absence before the student's 10th absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this policy.
- B. For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - a. student illness (verified by an appropriately licensed medical professional);
 - b. religious holidays;
 - c. mandated court appearances (documentation required); Policy 5113
 - d. funeral or death in the family, or other emergency beyond the control of the student's family;
 - e. extraordinary educational opportunities pre-approved by the District administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - f. lack of transportation that is normally provided by a district other than the one the student attends.

If the school does not receive information on the day of a student's absence regarding parents' or guardians' knowledge of the absence the school will make a reasonable effort to contact the parent or guardian. The school will mail a letter to parents or guardians prior to the tenth (10th) absence indicating, if the absences are unexcused, that two unexcused absences in a month or five unexcused absences in a school year may result in a complaint filed by the school with the Superior Court pursuant to section 46b-149 alleging that the child's family is a family with service needs (FWSN). The school will also notify parents in writing prior to the tenth absence, even if the school has received written notification of those absences, that the child is nearing their tenth absence.

Any student five (5) to eighteen (18) years of age, inclusive who has four (4) unexcused absences from school in one month or ten (10) unexcused absences from school in any year is considered truant. If a student is considered truant the school will contact you to schedule a meeting within 10 days of the date the child is considered truant. The purpose of the meeting will be to develop early intervention steps to resolve the truancy matter. The invitation to parents and guardians will be documented as well as the outcome of the meeting. If the parent or guardian does not respond to the request for a meeting or does not attend the meeting, this information will also be documented. Students who experience on-going attendance problems will be discussed at a building-based student study team in order to discuss necessary interventions and supports which may include if deemed appropriate, a referral to a planning and placement team meeting (PPT).

The complete attendance policy can be accessed on our district homepage by going to the Board of Education tab and selecting “Policies” in the drop-down menu. The policies are listed alphabetically and this one is found in the “Student” section.

Thank you for your support in assuring your child’s on-time, full-day consistent attendance to school. Please contact my office if you have questions regarding this policy.

Sincerely,

Kathryn Y. Veronesi

Kathryn Y. Veronesi, Ed.D.
Superintendent of Schools
Regional School District 13