



ADMINISTRATIVE REGULATION

ATTENDANCE AND TRUANCY

A. Definitions

1. "Student" - a student enrolled at the Integrated Day Charter School.
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 director or 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 health-related absences);
 - 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) in limited circumstances, special activities or emergencies with the consent of the parent or other person having control of the child.
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. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

B. Procedures for students in grades K-8

1. Notification
 - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the director or designee shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly.
 - b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the director or designee shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

The Integrated Day Charter School implements a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the director or designee 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 include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts are recorded on a form provided by the director or designee. 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 director or 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 director or designee 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 director or 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 Child Study Team or other appropriate body for program review and assistance. The Team will review the student's need for referral for a planning and placement team ("PPT") meeting to review the student's needs and potential eligibility for special education. A special education student who is experiencing attendance problems shall be referred for a PPT meeting for program review. Referrals to PPT for consideration of special education eligibility and/or review of an identified student's individualized education plan ("IEP") shall be coordinated with the local education agency ("LEA") for the community in which the student resides.

2. Removal from School Roster for Extended Absence

- a. The director or designee may initiate proceedings to remove a student from the school roster under the following circumstances: (1) the student fails to attend school for fifteen (15) consecutive school days without providing an explanation for such absence; or (2) school officials learn that the student is enrolled at another school. Under such circumstances, the director or designee shall send a certified letter to the parents and the student's last known address stating that the student is in danger of being removed from the school roster due to his/her

extended absence. The letter shall direct the parent or other person having control of the student to explain the circumstances of the student's absence within ten (10) calendar days, and shall state explicitly that the student shall be removed from the school roster if the parent or other person having control of the student fails to respond within ten (10) calendar days. If the parent or other person having control of the student in fact fails to explain the circumstances of the student's absence to the satisfaction of the director or designee, or fail to respond within ten (10) calendar days, the director or designee may remove the student from the school roster.

- b. Notice of a student's removal from the school roster shall be sent to the parents and the student's last known address by certified mail, with a copy of the letter being sent to the LEA for the community in which the student resides.

D. Hearing on Disenrollment:

Parents of a disenrolled student may appeal the Director's decision concerning disenrollment to the Governing Board in accordance with the following procedures:

1. The parents must file a written appeal with the Governing Board within ten (10) calendar days of the Director's written notification of disenrollment. Such appeal shall set forth the basis on which the parents seek review of that decision, and a copy of said appeal shall be sent to the Director. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
2. Within a reasonable period of time of its receipt of a written appeal of the Director's decision, the Governing Board or a committee of the Governing Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the parents prior to the commencement of the hearing.
3. At the hearing, the parents shall have an opportunity to present facts and evidence in support of reinstatement, and the Director shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of disenrollment.
4. The decision on disenrollment shall be affirmed unless the Governing Board determines that the decision is arbitrary and capricious. The parents shall bear the burden of proof on this point.
5. Within a reasonable period of time following the hearing, the Governing Board shall determine whether the Director acted in an arbitrary and capricious manner in making his/her decision to disenroll the student, and shall provide a written decision to the parents concerning same. The decision of the Governing Board shall be final.

NOTIFICATION REGARDING STUDENT ATTENDANCE

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 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.

In order to assist parents and other persons in meeting this responsibility, the Integrated Day Charter School 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 Governing Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.

INTEGRATED DAY CHARTER SCHOOL

Absence Notification

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

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 school day. _____

Signature: _____

Date: _____

IDCS TELEPHONE LOG

UNEXCUSED ABSENCES

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