



Upcoming Meeting Dates

Policy Committee Meeting Agenda – November 18, 2013

BOE Policy Updates – November 15, 2013



***MEETING  
DATES***

**UPCOMING MEETING DATES**

- |             |   |
|-------------|---|
| November 18 | 4:15 PM – Policy Committee Meeting<br>501 Kings Highway East<br>Superintendent’s Conference Room  |
| November 26 | 7:30 PM – Board of Education Meeting<br>Organizational/Regular Meeting<br>501 Kings Highway East<br>2 <sup>nd</sup> Floor Board Conference Room |
| December 2  | 4:15 PM – Policy Committee Meeting<br>501 Kings Highway East<br>Superintendent’s Conference Room  |
| December 10 | 7:30 PM – Board of Education Meeting<br>Regular Meeting<br>501 Kings Highway East<br>2 <sup>nd</sup> Floor Board Conference Room                |

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

**Policy Committee Meeting**

Monday, November 18, 2013  
Education Center  
501 Kings Highway East  
Superintendent's Conference Room  
4:15 p.m.

Agenda

- I. Call to Order
- II. Approval of Minutes
- III. Policy
  - Policy #5519 Students - Wellness
  - BOE Mission and Goals – Continued discussion
- IV. Open Discussion/Public Comment
- V. Adjournment
- VI. Future Items:
  - Policy #5515 Students – Protocol for Emergenc Medications, Epinephrine
  - Policy #4240 Personnel – Electronic Mail
  - Policy #3552 Business – Lending School Owned Equipment
  - Policy #5340 Students – Lost/Damaged Equipment
  - Policy #4110 Personnel – Recruitment and Selection
  - Policy #5542 Students – On Campus Recruitment
  - Policy #6511 Instruction – Special Education

Future Mtg. Dates and Times: **Monday, December 2, 2013 at 4:15 p.m.**

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

**FAIRFIELD PUBLIC SCHOOLS  
Fairfield, Connecticut**

**INTER-OFFICE CORRESPONDENCE**

**TO:** Board of Education  
**FROM:** Karen Parks, Deputy Superintendent  
**DATE:** November 15, 2013  
**SUBJECT:** **BOARD OF EDUCATION POLICY UPDATES**

Please remove and add the following from your Board Policy Manual –

**REMOVE** - **Policy #5112**  
**Attendance, Excused Absences & Truancy  
(A section of Policy #5112  
Excused Absence was omitted  
in error.)**

**SECTION INCLUDED  
THAT WAS OMITTED** - **Policy #5112**  
**Attendance, Excused Absences & Truancy  
(Omitted section on Excused  
Absence included.)**

**I apologize for any inconvenience this may have caused.**

**....THANK YOU...**

## **Students**

### **Attendance**

#### **ATTENDANCE, EXCUSED ABSENCES AND TRUANCY**

**5112**

Connecticut state law requires parents/guardians to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents/guardians or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

#### **Excused Absence**

For absences one through nine, an absence shall be considered “excused” when a child does not attend school and appropriate documentation is provided by the student’s parent/guardian approving the absence, due to:

- A. Illness or injury,
- B. Death in the immediate family,
- C. Religious obligation,
- D. Court appearance,
- E. School sponsored activity,
- F. Lack of transportation that is normally provided by a district other than the one the students attends, (This reason does not require documentation.)

## Students

### Attendance

#### ATTENDANCE, EXCUSED ABSENCES AND TRUANCY (continued)

5112

- G. An emergency, or
- H. Other exceptional circumstances and extraordinary educational opportunities pre-approved by a District administrator and in accordance with SDE guidelines. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

### Excused Absence

For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

- A. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
- B. Student's observance of a religious holiday;
- C. Death in the student's family or other emergency beyond the control of the student's family;
- D. Mandated court appearances (documentation required);
- E. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
- F. Extraordinary educational opportunities pre-approved by District Administration and to be in accordance with Connecticut State Department of Education guidance.

A student's absence from school shall be considered unexcused unless:

- A. The absence meets the definition of an excused absence and meets the documentation requirements; or
- B. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification of the child's absence from a parent/guardian or other person having control of the child a reasonable effort shall be made by school personnel to notify by telephone, email, or mail such parent/guardian or other person having control of the child.

## **Students**

### **Attendance**

#### **ATTENDANCE, EXCUSED ABSENCES AND TRUANCY (continued)**

**5112**

#### **Unexcused Absence**

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents/guardians and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

A student's absence from school shall be considered "unexcused" unless the absence meets the definitions, listed above, for an "excused" absence, including the documentation requirements; or if the absence is the result of school or District disciplinary action.

#### **Release of Student During School Day/Dismissal**

The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency or unusual situations.

Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Students who become ill during the school day may be excused by the school nurse. School personnel will notify parent/guardian to arrange transportation.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

#### **Truancy**

The Board of Education must provide each child with a continuing education which will prepare the student to assume adult roles and responsibilities. Therefore, regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s)/guardian(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s)/guardian(s) and others in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18) inclusive.

1. Notify parents/guardians or other person having control of each child enrolled, ages five (5) to eighteen (18) inclusive, in writing, of the obligations of the parents/guardians pursuant to student attendance (C.G.S. 10-184).

## Students

### Attendance

#### **ATTENDANCE, EXCUSED ABSENCES AND TRUANCY (continued) 5112**

2. Obtain from each parent/guardian or other persons having control of an enrolled child a telephone number or other means of contacting such parent/guardian or other person during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. Notify, by telephone, email, or mail the parent(s)/guardian(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent/guardian or other person is aware of the student's absence.
5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.

### Truancy

6. Hold a meeting with appropriate staff and the parent/guardian or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.
8. File a written complaint by the Superintendent with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is a "family with service needs" if the parent or other person having control of the child identified as "truant" fails:
  - a. to attend the required meeting to evaluate why the child's truant or
  - b. to cooperate with the school in trying to solve the truancy problem.
9. Provide for the coordination of services and refer enrolled students who are truants to community agencies providing child and family services.

A student who is identified as a "truant" may be subject to the following consequences:

- A. Promotion to the next grade may be contingent upon the student successfully completing a summer school program
- B. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level



**Students**

**Attendance**

**ATTENDANCE, EXCUSED ABSENCES AND TRUANCY (continued)**

**5112**

**Truancy**

Legal Reference: Connecticut General Statutes

10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)

10-198a Policies and procedures concerning truants (as amended by PA 00-157 and PA 11-136)

10-199 through 10-202 Attendance, truancy in general. (Revised 1995 - PA 95-304)

10-221(b) Board of education to prescribe rules.

*Campbell v New Milford*, 193 Conn 93 (1984).

*Action taken by State Board of Education on January 2, 2008, to define "attendance."*

*Action taken by the State Board of Education on June 27, 2012 to define "excused" and "unexcused" absences.*

Approved 8/27/04

Approved 6/11/2013