

Section: Students

Subject: Attendance

AR-5113

**Administrative Regulation
Milford Public Schools
Milford, CT**

Regular attendance is an integral part of the overall learning experience, involving all members of the home, school and community. The Milford Board of Education recognizes that daily classroom participation is an essential component of the learning process; classroom time directly influences student achievement.

I. Absence

An absence for a regular school day is one in which a student is absent for at least half of the regular school day.

Period Absence

A period of absence is defined as a student not attending an assigned class, but is present at his/her school for the day.

Cutting Class

Cutting class is defined as a student not attending an assigned class and not having permission or an excusable reason to be absent from a class (pass, in-school scheduled appointment, or administrative excuse), but is present at his/her school for the day.

Chronic Absenteeism

Chronic absenteeism is an identifying factor in academic success. A student is considered chronically absent when their absences, both excused and unexcused, are above 10% of the scheduled amount of school days.

II. Excused and Unexcused Absences

For the purposes of school attendance and class participation, there is no distinction between “excused” and “unexcused” absences. You must be present to participate in learning. For state reporting of absent rates, and truancy; the definitions of Excused and Unexcused absences existing within this policy will be used.

Loss of Credit (High School)

Students may lose credit in a course when daily absences or period absences for a class total:

- Five (5) absences, daily and/or period, for a quarter-year course,
- Ten (10) absences, daily and/or period, for a half-year course,
- Twenty (20) absences, daily and/or period, for a full-year course.

For a quarter-year course, notification to guardians will be made at three (3) and five (5) absences through a school counselor phone call and notification letter with discussions regarding some or all of the following:

Section: Students**Subject: Attendance****AR-5113**

- Attendance plan or the review of an existing attendance plan with scheduled follow-up and progress monitoring,
 - Additional intervention strategies,
 - Recommendation to Attendance Review Committee.
- Upon the fifth (5) absence the following will occur:
- Letter regarding loss of credit sent to parent(s) or guardian(s) from the principal or designee.
 - Parent phone call from school counselors to arrange a meeting regarding next steps after loss of credit.

For a half-year course, notification to guardians will be made at five (5) and ten (10) absences through a school counselor phone call and notification letter with discussions regarding some or all of the following:

- Attendance plan or the review of an existing attendance plan with scheduled follow-up and progress monitoring,
- Additional intervention strategies,
 - Recommendation to Attendance Review Committee. Upon the tenth (10) absence the following will occur:
- Letter regarding loss of credit sent to parent(s) or guardian(s) from the principal or designee.
- Parent phone call from school counseling to arrange a meeting regarding next steps after loss of credit.

For a full year course, notification to guardians will be made at ten (10), fifteen (15), and twenty (20) absences through a school counselor phone call and notification letter with discussions regarding some or all of the following:

- Attendance plan or the review of an existing attendance plan with scheduled follow-up and progress monitoring,
- Additional intervention strategies,
 - Recommendation to Attendance Review Committee. Upon the twentieth (20) absence the following will occur:
- Letter regarding loss of credit sent to parent(s) or guardian(s) from the principal or designee
- Parent phone call from school counseling to arrange a meeting regarding next steps after loss of credit.

In the event that a student passes the course despite a loss of credit, the following will apply:

- The course will not be awarded any credit.
- The student may progress to the next course in the sequence (with the exception of Algebra, Civics and American History).
- The course grade will not be factored into the student's GPA.

Section: Students

Subject: Attendance

AR-5113

School Approved Absences, 504 plans and health plans

School approved absences do not count against students for the purposes of accumulation; however, makeup work is expected to be completed as per the attendance policy. School approved absences consist of:

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

Parents with children that have a need for special accommodations due to health related issues, chronic illness, or circumstances that will directly impact attendance are expected to contact their child's school counselor or school nurse to discuss the viability of a 504 plan or a health plan.

III. Parent Notifications

Attendance Concern Notification

When a student misses class there is a significant impact on their learning. Although missed work is given, discussions and classroom experiences cannot be replicated. Notices of student attendance concerns and notices of intervention may be sent at any time during the year.

Appeals Process

Students who have lost credit will have an opportunity to have credit reinstated by writing a request for an appeal within ten (10) days of loss of credit notice. A student's decision to appeal must take into consideration the student's total attendance record. Students with significant unexcused and undocumented (especially class cuts) absences, chronic absences, or absences which fall into patterns will weaken the student's appeal. Students wishing to appeal must follow the appeals procedure. If students do not have valid reasons for appealing loss of credit, they should contact their counselor to identify what options are available.

Section: Students

Subject: Attendance

AR-5113

Appeals Board

- It is composed of a teacher, administrator and school counselor.
- It hears the student's case and makes a decision on whether to reinstate credit.
- The decision of the Appeals Board is final.
- A student must appear in person before the Appeals Board, failure to do so will be an automatic denial of restoration of credit.

Class Cutting Following Loss of Credit

Students who flagrantly disregard the intent of the Milford Public Schools Attendance Policy and continue to cut class/classes after a loss of credit, may be removed from that class with a final grade of Withdrawn Failure (WF). The administrator responsible for the student, after consultation with the teacher, will determine under what circumstances this action will be taken.