

Policy Committee Meeting

Tuesday, June 6, 2023 9:00 AM

Remote Session

I. CALL TO ORDER, VERIFICATION OF QUORUM

II. APPROVAL OF MINUTES

II.A. Approval of minutes from the May 2, 2023
Policy Committee Meeting.

III. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS

III.A. Discussion of 5113: Attendance and
Excuses

IV. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS

V. NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE

V.A. Discussion regarding policy committee schedule
for the upcoming 2023-2024 school-year.

VI. ADJOURNMENT

Policy Committee Meeting

Tuesday, May 2, 2023 9:00 AM
Remote Session

Absent: Sharon Ferraro, **Present:** Steven Ezzes, Melissa Walker. Present: 2,
Absent: 1.

Additional Attendees:

Superintendent Lisa Barbiero; Assistant Superintendent Tina Henckel

I. **Call to Order, Verification of Quorum**

A quorum has been met and the Policy Committee meeting can begin.
Unseconded with a motion by Walker, Melissa.

II. **Approval of Minutes**

- A. Approval of minutes from the April 4, 2023 Policy Committee Meeting.
Move that the Policy Committee approve the minutes from the April 4, 2023 meeting. Carried with a motion by Ezzes, Steven and a second by Walker, Melissa.

Steven Ezzes: Yea, Melissa Walker: Yea

Yea: 2, Nay: 0

III. **Discussion of policies, regulations, and bylaws**

- A. Discussion of 5112: Ages of Attendance
Assistant Superintendent Tina Henckel gave an overview of this policy. It had not been updated in over 10-years and we were using the updated Shipman & Goodman model as a baseline for our revisions. The premise of the policy is that we as a district shall provide education for all persons five years of age and older and under 21 years of age and clarifies what it means to provide education for students five years of age and under 18 years of age, and what our obligation is by law to provide education to those students within those age ranges. We are also removing early entrance into kindergarten language. We don't typically engage in that practice and by law it is not a requirement.
- B. Discussion of 5113: Attendance and Excuses
Assistant Superintendent Henckel indicates that Policy 5113 and 5113.2 overlap and there are numerous redundancies. What we are looking to do is update 5113 with Shipman & Goodwin language and then sunset 5113.2, so the language is clear. After this discussion, the committee would like to see the revisions and bring this back to the committee for the next meeting.
- C. Discussion of 5113.1: Certificate of Age
Assistant Superintendent Henckel explained this has been updated

according to the Shipman & Goodman policy which states the actual age and that the school will furnish the certificate. The committee is in agreement with these changes and the policy can go to the Board for a first-read.

D. Discussion of 5113.2: Student Attendance, and Chronic Absenteeism Discussion of this policy took place during the discussion of 5113.

E. Discussion of 4112.4 Health Examinations for Employees Superintendent Barbiero indicated that in practice we have been testing new employees for tuberculosis and we recently learned that we don't need to do this anymore. We updated the policy to reflect what we need to do. There was a question about some of the language in the revision which we will go back and review before bringing this back to the committee.

IV. **Discussion of policies, regulations, and bylaws in future meetings**
5113 and 5113.2 will be merged and brought back to the policy committee for additional review. 5113.1 will also be brought back along with 4112.4 to another committed meeting.

V. **Next scheduled meeting of the Policy Committee**

A. The next scheduled meeting of the Policy Committee is June 6, 2023 (remote meeting).

VI. **Adjournment**

Move that the Policy Committee meeting be adjourned. Carried with a motion by Ezzes, Steven and a second by Walker, Melissa.

The meeting was adjourned at 9:52 am.

Respectfully submitted by:
Jodi Sacchetta

Chairperson

Superintendent

STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the [Weston](#) Board of Education (~~the~~ “[Board](#)”), through its Superintendent, will adopt and maintain procedures to implement this policy.

[This policy, and the accompanying administrative regulation, set forth Weston Public Schools’ expectations and requirements with regard to absences and tardiness of students. The provisions of Board of Education Policy and Administrative Regulation 5113, Student Attendance, Truancy and Chronic Absenteeism \(5113\), govern the Board of Education’s compliance with the provisions of state law concerning truancy.](#)

[Connecticut State Law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. The Board of Education recognizes that learning in the classroom is an integral and essential part of a student’s total learning process. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.](#)

[Therefore, a student’s enrollment in a course is his/her commitment to attend all class periods. No student shall be absent from or tardy to class without an acceptable reason. The Board of Education requires that accurate records be kept of the attendance of each child. A student should not be absent from school without the parent’s knowledge and consent. Verification of absences should be made by the parent or guardian.](#)

In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

[These procedures can be found in the school specific handbook.](#)

Legal References:

Public Act No. 22-47

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Connecticut General Statutes § 10-220, [10-2219\(b\), Duties of boards of education](#)

Connecticut General Statutes § 10-184, [Duties of parents, Campbell v New Milford, 193 Conn 93 \(1984\)](#)

Connecticut General Statutes § 10-186, [Duties of boards of education re attendance](#)

Connecticut General Statutes § 10-198a, [Policies and procedures concerning truants](#)

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Connecticut General Statutes § 10-198f

Connecticut State Department of Education, *Guidelines for Reporting Student Attendance in the Public School Information System* (January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

Connecticut State Department of Education Memorandum, *Mental Health
Wellness Days* (January 24, 2022)

ADOPTED: September 3, 1991

July 16, 2007

March 15, 2010

June 16, 2014-

REVISED: May/June, 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

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ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM

I. Attendance and Truancy

A. Definitions for Section I

1. "Absence" - any day during which a student is not considered "in attendance" at the student's assigned school, or on a school-sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Disciplinary absence" - any absence as a result of school or District disciplinary action. Any student serving an out-of-school or in-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "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 student has been excluded from school in accordance with Conn. Gen. Stat. § 10-210 (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
 - b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with

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appropriate documentation in accordance with this regulation, considered excused only for the following reasons:

- i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the District administrators and in accordance with Connecticut State Department of Education guidance and this regulation; or
 - vi. lack of transportation that is normally provided by a District other than the one the student attends.
- c. A student, age five (5) to eighteen (18), inclusive, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to the student's return to school.

"Excused absence" excludes a student's engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning.

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4. "School Day" – the regular school day for all students.
5. "In Attendance" - any day during which a student is present at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.
6. "Mental health wellness day" - a school day during which a student attends to such student's emotional and psychological well-being in lieu of attending school.
7. "Remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model as may be authorized by the Weston Board of Education (the "Board") in accordance with applicable law.
8. "Student" - a student enrolled in the Weston Public Schools (the "District").
9. "Truant" - any student five (5) to eighteen (18) 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.
10. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

"Unexcused absence" excludes a student's engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning.

The determination of whether an absence is excused will be made by the building principal or designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or designee, whose decision shall be final.

B. Mental Health Wellness Days

Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year,

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during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days. Mental health wellness days shall be excused when permission by the student's parent/guardian is documented by the student's school, regardless of the number of absences a student has accrued in the school year. Mental health wellness days will not be included in reporting or referrals related to truancy. Mental health wellness day will count as an "absence" for determining chronic absenteeism, as defined in Section II of this policy.

C. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:

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- i. a police summons;
 - ii. a subpoena;
 - iii. a notice to appear;
 - iv. a signed note from a court official; or
 - v. any other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the District administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a District other than the one the student attends: none.
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in the administrator's own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
 5. The District reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
 6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at the principal's own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

D. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available to the student;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.

2. Family vacations do not qualify as extraordinary educational opportunities.

- a. Family vacations should be scheduled to coincide with school vacations. The administration will work with families. However, the administration cannot guarantee that make-up work for extended absences will be provided prior to the absence. While The student and parent or guardian are required to notify the school of an extended absence from classes at least one week prior to the absence., the school reserves the right to deny the request that these absences be considered "excused" for the purposes of this regulation. School cancellation days (i.e. snow days) may extend the date for the last day of school or shorten planned student breaks.

- b. Extended absences are regarded by the school as a very serious matter because such absences necessarily result in a loss to a student's instructional program. There is no way to compensate for what is missed in a class discussion or the interaction within a group. Activities such as science labs, class discussions, and speakers cannot be duplicated. Assignments related to these activities may result in lower and possibly failing grades.

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3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the Superintendent or designee ~~building principal~~ in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the Superintendent or designee ~~building administrator~~;
 - b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
 - d. include additional documentation, where available, about the opportunity.
 4. The building principal shall provide a response in writing and include the following:
 - a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity; and
 - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
 5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
 6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.

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7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

E. Truancy Exceptions:

1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at the school District office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. Until June 30, 2023, a student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school District office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the District provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. Beginning July 1, 2023, a student who is eighteen (18) years of age or older may withdraw from school. Such student shall personally appear in person at the school District office and sign a withdrawal form. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the District provided such student with information on the educational options available in the school system and community.
4. Beginning July 1, 2023, a student seventeen (17) years of age shall not be considered truant if the parent or person having control over such child withdraws such child from school and enrolls such child in an adult education program pursuant to Conn. Gen. Stat. § 10-69. Such parent or person shall personally appear at the school District office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that the District has provided such parent or person with information

on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.

5. 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."

F. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section E.2 or E.4, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section E.2 or E.4, above) seeks readmission within ten (10) school days of the student's withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

G. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless the student receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

H. Procedures for students in grades ~~K-8~~*K-12

1. Notification

- a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades ~~K-8~~*K-12 in writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the District.
- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration 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

Each school shall implement a system of monitoring individual unexcused absences of students in grades ~~K-8~~*K-12. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal ~~for designee~~ shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail 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. Multiple attempts will be made ~~Reasonable efforts shall include two (2) attempts to reach the parent or other person via the contact information provided, at the telephone number provided by the parent or other person.~~ Such attempts are automatically logged in a digital format ~~shall be recorded on a form provided by the Superintendent.~~ 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.

3. Absences and Participation in Co-Curricular Activities

Except as specifically permitted by the principal, any student who is absent from school, is not in school for at least three (3)

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hours, and/or who has failed to attend at least three full classes (in the case of the high school and middle school) will not be permitted that day to participate in or attend an extracurricular activity (e.g. practice, athletic event, rehearsal, meeting or performance). If a student's absence for a day, or for a portion of the day, is unexcused, the student may not participate in any school related, athletic, and co-curricular activities until after one (1) full day of regular attendance and after the student has served any assigned consequence. Students who are serving a suspension may not participate in or attend school related, athletic, and co-curricular activities; either on or off school grounds.

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~~*[*Note: State law mandates notification and monitoring only with regard to students in grades K-8. Boards of education are free, however, to extend the application of monitoring and intervention procedures to students at all grade levels.]*~~

I. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

- a. When a student is truant, the building principal 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. The District shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non-responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- b. When a student is truant, the Superintendent or designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The District shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. When a student is truant, the Superintendent or designee shall provide notice to the student's parent or guardian of the information concerning the existence and availability of the 2-

1-1 Infoline program, and other pediatric mental and behavioral health screening services and tools described in Conn. Gen. Stat. § 17a-22r.

- d. Beginning July 1, 2023, when a student is truant, an appropriate school mental health specialist, as determined by the District, shall conduct an evaluation of the student to determine if additional behavioral health interventions are necessary for the well-being of the child. “School mental health specialist” means any person employed by the District to provide mental health services to students, including but not limited to a school social worker, school psychologist, trauma specialist, behavior technician, board certified behavior analyst, school counselor, licensed professional counselor or licensed marriage and family therapist.
- e. If the Commissioner of Education determines that any school under the jurisdiction of the Board has a disproportionately high rate of truancy, the District shall implement in that school a truancy intervention model identified by the Department of Education pursuant to Conn. Gen. Stat. § 10-198e.
- f. In addition to the procedures specified in subsections (a) through (c) above, a regular education student who is experiencing attendance problems should be referred to the ~~building Child Study Team for other appropriate school based team~~ school-based team to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team (“PPT”) meeting to review the student’s need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.

e. If a FWSN (Family with Service Needs) petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.

i) For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the school-based team, Child Study Team for other

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~~appropriate school-based team~~. Upon completion of the evaluation of a regular education student, the school-based team ~~Child Study Team~~ ~~for other appropriate school-based team~~ shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.

ii) In the case of a student who requires or may require special education Page 9 of 10 and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write

- g. Where the documented implementation of the procedures specified in subsections (a) through (d) above does not result in improved outcomes despite collaboration with the parent/guardian, the Superintendent or designee may, with written parental consent, refer a student who is truant to a Youth Service Bureau.

J. Attendance Records

1. All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).
2. Teachers are responsible to maintain accurate daily attendance records and report cumulative absences. It is the administration's responsibility to follow through on all unexcused absences and determine and exercise appropriate consequences for those unexcused absences.
3. It is the responsibility of the administration to ensure that teachers accurately record student attendance in the student information system so that parents or guardians have access to their child's attendance records in a timely manner.

II. Chronic Absenteeism

A. Definitions for Section II

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1. “Chronically absent child” - a child who is enrolled in a school under the jurisdiction of the Board and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year.
2. “Absence” - an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to Conn. Gen. Stat. § 10-198b and these administrative regulations.
3. “District chronic absenteeism rate” - the total number of chronically absent children under the jurisdiction of the Board in the previous school year divided by the total number of students under the jurisdiction of the Board for such school year.
4. “School chronic absenteeism rate” - the total number of chronically absent students for a school in the previous school year divided by the total number of students enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Board has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the District.

If a school under the jurisdiction of the Board has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Board has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the District or at each such school.

If the Board has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the District or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, as defined under I.A.9, and chronically absent students and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent students, discussing school interventions and community referrals for such truants and chronically

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absent students and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Board and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, the Board shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the District as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the Board to reduce truancy in the District.

IV. Evolving State Department of Education and State Board of Education Guidance

The Board will comply with any and all guidance issued by the State Department of Education and/or State Board of Education regarding attendance requirements, including during periods of remote learning.

Legal References:

Public Act No. 22-47

[Connecticut General Statutes § 10-220](#)

Connecticut General Statutes § 10-184, [Duties of parents](#)

Connecticut General Statutes § 10-186, [Duties of boards of education re: attendance](#)

Connecticut General Statutes § 10-198a, [Policies and procedures re truants](#)

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Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Connecticut General Statutes § 10-198f

[Conn. Gen. Stat. 10-202e, Policy on dropout prevention](#)

[Conn. Gen. Stat. 10-220, Duties of boards of education](#)

[Conn. Gen. Stat. 10-221, Board of Education to prescribe rules](#)

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Connecticut State Department of Education, *Guidelines for Reporting Student Attendance in the Public School Information System* (January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

Connecticut State Department of Education Memorandum, *Mental Health Wellness Days* (January 24, 2022)

REGULATION APPROVED: September 3, 1991—
REVISED: July 16, 2007
March 1, 2010

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238844v.29

June 16, 2014
May/June , 2023

WESTON PUBLIC SCHOOLS
Weston, CT

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9/9/22

SAMPLE 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. For the school years commencing July 1, 2011, to July 2022, inclusive, the parent or person having control of a child seventeen years of age may consent, as provided in this section, to such child’s withdrawal from school. For the school year commencing July 1, 2023, and each school year thereafter, a student who is eighteen years of age or older may withdraw from school. Such parent, person or student shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that such school district has provided such parent, person or student with information on the educational options available in the school system and community. The parent or person having control of a child seventeen years of age may withdraw such child from school and enroll such child in an adult education program pursuant to [Connecticut General Statutes Section] 10-69. Such parent or person shall personally appear at the school district office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child’s withdrawal from school. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system.”~~

~~In order to assist parents and other persons in meeting this responsibility, the _____ Board of Education (the “Board”) 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 eriminal, 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 Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.~~

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

Student's Name: _____

Address: _____

____ School/grade: _____ / _____

Parent/Guardian's Daytime Telephone Number*: _____

Parent/Guardian's Daytime Telephone Number*: _____

Parent/Guardian E-mail Address: _____

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: _____

*[*Note: State law mandates notification only with regard to students in grades K-8. Boards of Education are free, however, to extend the notification to parents of students at all grade levels.]*

9/9/22



DATE

Dear Parent/Guardian of STUDENT,

I'd like to express my appreciation for your regular communication regarding STUDENT and their absences this year. I recognize that you are doing everything you can to limit STUDENT's absences. By the Connecticut General Statutes, and in accordance with Board of Education policy and regulation 5113.2, I am required to inform you of your student's absenteeism data. Absenteeism guidelines are provided by the Connecticut State Board of Education. This data is collected by the State of Connecticut and is reflected in Weston's Next Generation Accountability reporting system.

As of DATE, STUDENT has # of absences this year. For the tenth absence of the year and every absence thereafter, in addition to calling our attendance line, documentation is required as follows. (A complete list of required documentation can be found in the full policy located on the district website.)

- Student illness (To be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length. Students sent home by our nurse will be excused).
- Student's observance of a religious holiday (no documentation required).
- Death in the student's family (no documentation required).

Please note that routine medical appointments are not an excusable reason. In addition, you do not need to provide additional information/documentation for the first nine absences – this requirement applies only to absences from this point forward. Additional information regarding the attendance policies and school expectations can be found in the student handbook and is posted on our website.

Weston prides itself on providing educational excellence through a challenging and rigorous instructional program. There is a direct and positive relationship between school attendance and student achievement, as regular and punctual student attendance in school is essential to the educational process.

If you have questions or concerns about these requirements, please do not hesitate to contact me.

Sincerely,

NAME
TITLE

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Commented [8]: This is the revised letter based on the input of WPS district attendance committee and superintendent.

Commented [9]: this form is autogenerated and sent through PS after communication has been made to parents

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| _____
| CC: Student Cumulative File

**UNEXCUSED ABSENCES
DOCUMENTATION LOG**

Date

School

Commented [10]: logs are generated and tracked through PS in a digital way

School Staff Member/ Volunteer	Student's Name	Parent or Other Person Having Control of Student	Telephone Number	Outcome*	Excused or Unexcused	Reason Absence is Excused or Unexcused
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed _____		
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed _____		
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed _____		
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed _____		
				Attempt #1 _____ Attempt #2 _____ Written Notice mailed _____		

* No answer = N


-Left Message = LM
-Notification made = NM
7/26/17



Weston Public Schools

Board of Education

Extraordinary Educational Experience Request Form

Pursuant to guidelines from the Connecticut Department of Education, the  **Weston** Public Schools will consider certain extraordinary educational experiences to be excused absences. In order for an experience to qualify as an extraordinary educational experience, the opportunity must be educational in nature and must have a learning objective specifically related to the student’s coursework or plan of study. It is important to note that not all memorable and/or life experiences are considered extraordinary educational experiences for the purpose of an excused absence. In order to qualify, the experience must be an opportunity not ordinarily available to the student. The experience must be grade and developmentally appropriate and the content of the experience must be highly relevant to the individual student. Whether an experience fits the requirements of an extraordinary educational experience for the purpose of an excused absence is a determination within the discretion of the building principal or designee.

To request consideration of an experience as an extraordinary educational experience, the following form must be filled out, signed by the parent and student, and returned at least five (5) school days in advance of the date of the opportunity. Please note that approval is not assured. Approvals are awarded on a case-by- case basis and are based on a number of factors. An experience approved for one student does not guarantee that it will be approved for others.

Name of Student: _____ Today’s Date: _____

Title of Educational Opportunity:

Please describe the learning objective of the educational opportunity and how the objective is linked to the student’s coursework or plan of study (you may attach additional sheets):

Date(s) of educational opportunity:

Dates and total number of days of planned absence:

Signature of Parent _____

Signature of Student _____

For Office Use Only. Received by _____ on _____. Approved? Yes/No By _____.

7/29/21

MODEL FORM

{Board of Education/School



}Letterhead}

Weston Public Schools

SCHOOL ATTENDANCE OPTION FORM (CHILDREN AGE 5 OR 6)

Name of Child: _____ Date of Birth: _____

Address of Child: _____

Name of Parent(s): _____

Address of Parent(s) (if different from child): _____

In accordance with Connecticut General Statutes Section 10-184, the parent or person having control of a child five (5) years of age or older and under age eighteen (18) is required to ensure that such child attends school. Section 10-184 further provides that a parent or person having control of a child age five (5) shall have the option of not sending the child to school until age six (6), and a parent or person having control of a child age six (6) shall have the option of not sending the child to school until age seven (7). A parent or person having control of such child who is seeking to elect this option must appear in person at the school district offices and sign this option form.

I, _____, am the parent or person having control of, _____,
Name of parent or person Name of child
a child who is age five/six (circle appropriate age), and I elect not to send my child to school until the age of six/seven (circle appropriate age). I understand that this option is effective for only one (1) school year. By signing, I understand that if my child is currently age five (5) and I wish to elect next school year not to send my child to school, I must reappear at the school next year to elect this option. I further understand that if my child is currently age six (6), I am required by Section 10-184 to send my child to the public school, or demonstrate that the child is "elsewhere receiving equivalent instruction in the studies taught in the public schools," when the child turns seven (7).

Signature: _____ Date: _____

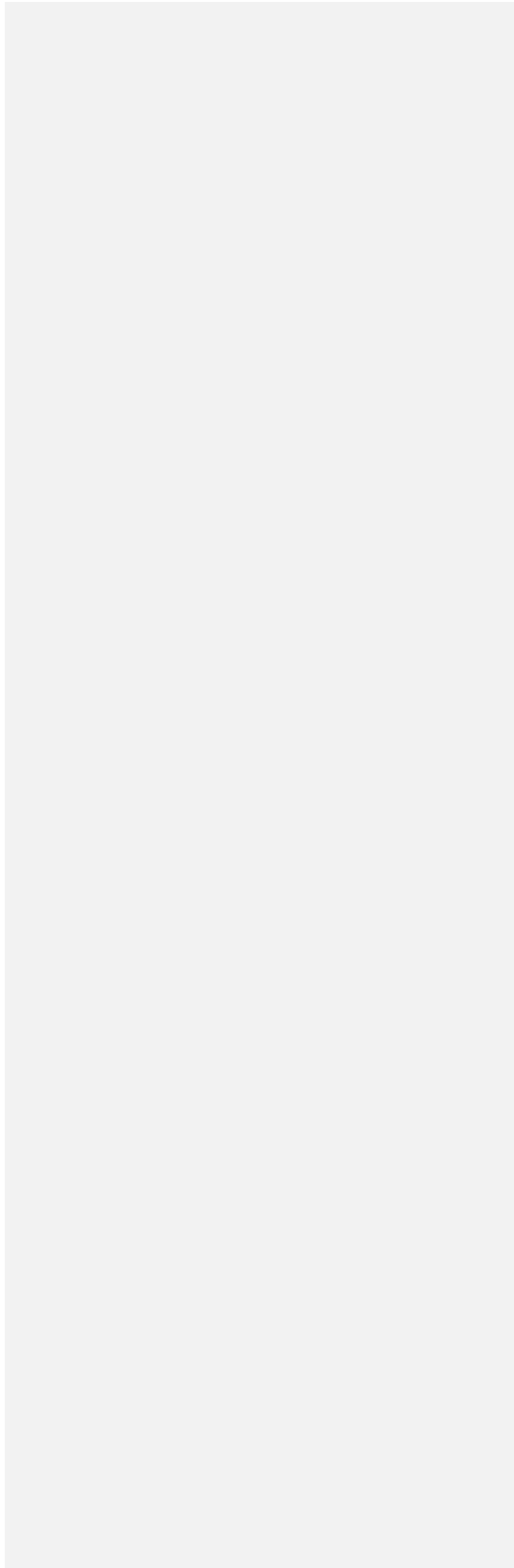
School Personnel Use Only

|

€ Parent/person in control of
has been provided with
opportunities in the school



child appeared in person and
information on the educational
system.



|



MODEL FORM

~~{Board of Education/School~~

~~Letterhead}~~

~~SCHOOL ATTENDANCE OPTION FORM (CHILDREN AGE 17)
[Note: This form should only be used through the 2022-2023 school year.]~~

~~Name of Child: _____ Date of Birth: _____~~

~~Address of Child: _____~~

~~Name of Parent(s): _____~~

~~Address of Parent(s) (if different from child): _____~~

~~_____~~

~~In accordance with Connecticut General Statutes Section 10-184, the parent or person having control of a child five (5) years of age or older and under age eighteen (18) is required to ensure that such child attends school.~~

~~Section 10-184 further provides that a parent or person having control of a student **seventeen (17) years of age** may consent to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor, school counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.~~

~~I, _____, am the parent or person having control of, _____,
Name of parent or person Name of child~~

~~a child who is seventeen years of age, and I consent to my child's withdrawal from school. I have personally appeared at the school district office and received information on the educational options available in the school system and community for my child.~~

~~Signature: _____ Date: _____~~

School Personnel Use Only

~~€ Parent/person in control of child appeared in person and has been provided with information on the educational opportunities in the school system and community.~~

~~Signature: _____ Date: _____~~

~~Title: _____~~

~~10/10/21~~



MODEL FORM



[Note to districts: Connecticut provides that, for the school year each school year thereafter, a age or older may withdraw from conditions. This form may be older who wish to withdraw from 2024 school year.]



General Statutes Section 10-184 commencing July 1, 2023 and student who is eighteen years of school, subject to certain used for students age eighteen or school beginning with the 2023-

Weston Public Schools~~[Board of Education/School Letterhead]~~

SCHOOL ATTENDANCE OPTION FORM (STUDENTS AGE 18)

Name of Student: _____ Date of Birth: _____

Address of Student: _____

In accordance with Connecticut General Statutes Section 10-184, the parent or person having control of a child five (5) years of age or older and under age eighteen (18) is required to ensure that such child attends school.

Section 10-184 further provides that, for the school year commencing July 1, 2023 and each school year thereafter, a student who is **eighteen (18) years of age or older** may withdraw from school. Such student shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that such school district has provided such student with information on the educational options available in the school system and in the community.

Withdrawal from School by Student Age 18 or Over

I, _____, am a student of at least eighteen years of age,
Name of student

and I hereby withdraw from school. I have personally appeared at the school district office and received information on the educational options available in the school system and community for me.

Signature: _____ Date: _____

School Personnel Use Only



€ Student appeared in
with information on the
school system and community.

person and has been provided
educational opportunities in the

Signature: _____ Date: _____

Title: _____

10/10/2021

MODEL FORM



Weston Public Schools ~~Board of~~

~~Education/School Letterhead~~

SCHOOL ATTENDANCE OPTION FORM (CHILDREN AGE 17)

~~*[Note to districts: Connecticut General Statutes Section 10-184 provides that, for the school year commencing July 1, 2023 and each school year thereafter, the parent or guardian of a student who is seventeen (17) years of age or older may withdraw such child from school if the parent or guardian consents to the student's withdrawal and simultaneously enrolls the child in an adult education program. In accordance with these requirements, the district may use this form beginning with the 2023-2024 school year.]*~~

Name of Child: _____ Date of Birth: _____

Address of Child: _____

Name of Parent(s): _____

Address of Parent(s) (if different from child): _____

In accordance with Connecticut General Statutes Section 10-184, the parent or person having control of a child five (5) years of age or older and under age eighteen (18) is required to ensure that such child attends school.

Section 10-184 further provides that a parent or person having control of a student **seventeen (17) years of age** may consent to such student's withdrawal from school if they simultaneously enroll such child in an adult education program pursuant to Connecticut General Statutes Section 10-69. Such parent or person shall personally appear at the school district office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.



I, _____, am the _____ parent or person having control
of, _____,
Name of parent or person Name of child

a child who is seventeen years of age. I hereby withdraw my child from school and attest that, upon my child's withdrawal, I will enroll my child in an adult education program pursuant to Connecticut General Statutes Section 10-69. I have personally appeared at the school district office and received information on the educational options available in the school system and community for my child.

Signature: _____ Date: _____

School Personnel Use Only

€ Parent/person in control of child appeared in person and has been provided with information on the educational opportunities in the school system and community.

Signature: _____ Date: _____

Title: _____

10/10/2021