

Students

ADMINISTRATIVE REGULATIONS REGARDING

ABSENCE DEFINITIONS

Connecticut General Statutes (CGS) Section 10-184 provides that children ages 5 to 18 years of age must attend school every day school is in session unless the parent provides alternative instruction. Parents sending their children to the public schools are obligated to comply with the related requirements necessary for school attendance. Failure to comply with the requirement that children attend the public schools is a violation of law, again unless the parent provides alternative instruction.

Excused Absences

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

Tier 1. **For absences one through nine**, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation (*as explained in the student handbook*); and

Tier 2. **For the tenth absence and all absences thereafter**, a student's absences from school are considered excused for the following reasons:

1. student illness (*Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of 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 (*additional documentation required*);
5. the lack of transportation that is normally provided by a district other than the one the student attends (*no parental documentation is required for this reason*); or
6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance. Qualifications for this reason must meet the following criteria:
 - a. The opportunity must be educational in nature. It must have a learning objective related to the student's course work or plan of study. Not all memorable and/or life experiences would be considered educational and, therefore, would not be available for this exemption.
 - b. It must be an opportunity not ordinarily available to the student
 - c. It must be grade and developmentally appropriate
 - d. The content of the experience must be 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. For example, a trumpet lesson from jazz great Wynton Marsalis would be very relevant to students who play trumpet, but not to others who do not play trumpet.

Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (*including documentation requirements*); or
- B. the absence meets the definition of a disciplinary absence.

Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

If the request for the absence(s) is not one of the reasons listed above, please complete the following form to request that the absence(s) is considered excused or authorized. If the principal judges that the absence is for a valid educational reason, it will be considered excused or authorized.

Vacation during school time is discouraged since continuity of instruction is key in a supportive learning environment. Specific learning outcomes must be stated in order for your request to be considered by the administration.

Hebron Public Schools

ABSENCE FORM

The following form must be completed no earlier than 5 school days prior to the requested dates of an absence.

1. Date of Request: _____
2. Name of Student: _____
3. Name of Teacher _____
4. Name of Parent/Guardian: _____
5. Date(s) of Absence(s): _____
6. Reason for Absence: _____

Parent/Guardian Signature

Date

Do not write below this line.

Based on the criteria, the absence is determined to be:

_____ Excused (If excused, check at least 1 criteria below)

_____ The student's absences, at the time of the request, are below 10 and therefore meet the criteria of a Tier 1 absence. (If the student's absences are greater than 9 by the time this absence occurs, these absences will be considered unexcused unless they also meet Tier 2 criteria.)

_____ The student's absences meet the state criteria of an excused absence under a Tier 2 absence.

_____ Unexcused or Unauthorized

Administrator Signature

Date