

## **Students**

### **Attendance and Excuses**

The Superintendent or designated school staff shall annually notify the parent/guardian or other person having control of each child enrolled in a grade from kindergarten to eight in writing of obligations of the parent/guardian pursuant to 10-184 of the Connecticut General Statutes. Annually at the beginning of the school year and upon enrollment during the school year, the schools will obtain from the parent/guardian a telephone number or other means of contacting such parent/guardian during the school day.

Disciplinary action for absences and tardiness are contained in the individual school parent-student handbooks.

### **Absences**

If absence from school is to be considered excused, a principal or teacher may require a satisfactory explanation from the parent or guardian of a student. The administration will determine whether absences are excused or unexcused.

### **Excused Absences**

Students receive an excused absence when they are absent from school for the following reasons:

1. Death in the immediate family.
2. Serious illness of a member of the family which necessitates the absence of the student.
3. Illness or injury of the student.
4. Religious obligation.
5. Legal obligation.
6. Such other absences which have had prior approval of the principal. Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the principal who will then indicate approval or disapproval. The responsibility for the make up of work lies with the student, not the teacher. Unless a student has an extended illness, all make-up privileges will be completed within five (5) days when the student returns to school.
7. Such other exceptional circumstances as approved by the school administration.

Students who do not attend school for a minimum of 4 hours due to illness or other reason will not be allowed to participate in any school related activity on the day of the absence. Exceptions to this rule may only be granted by the principal or his/her designee. Exceptions will only be considered when extraordinary circumstances exist.

### **Tardiness to Class**

Continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. Students are expected to be in their places, ready for work, at the bell.

### **Requests for Early Dismissal**

Permission must be granted by the principal or designee according to each individual case.

(cf. 5113.2-Truancy)

**Legal Reference:**

Connecticut General Statutes

10-184 Duties of parents.

10-198a Policies and procedures concerning truants.

10-199 through 10-202 Attendance, truancy in general.

10-202e-f Policy on dropout prevention and grant program.

46b-149 Family with Service Needs.

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

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LEDYARD PUBLIC SCHOOLS  
Ledyard, Connecticut