

## Salisbury Central School Pre-Planned Absence Form

Please help us plan for your child's absence due to a family leave. Students are responsible for all work missed due to the absence and for completing said work in a timely fashion. Please contact your child's teachers in advance of the planned absence and they will advise you as to what work should be taken on the trip and what work can be made up upon your return. ***Please complete this form and submit it to the Main Office at least one week before the child's planned absence from school.***

If this absence is for a vacation, please note the following rules from the State according to Connecticut General Statutes 10-220, 10-184, 10-186 and 10-198a: **The trip may be treated as an excused absence if you submit an explanation of how the trip presents an "extraordinary educational opportunity" for your child (based on criteria below) and if it is approved by the Principal a week or more ahead of time.**

To qualify as an "extraordinary educational opportunity", it 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.**

***All other trips will be considered unexcusable according to the State statutes.***

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Family Leave Dates: \_\_\_\_\_

Reason (illness, funeral, vacation, etc.): \_\_\_\_\_

I have read the above information and will ensure that my son/daughter will complete work missed as a result of our family leave.

Parent/Guardian Signature: \_\_\_\_\_

Explanation of *extraordinary educational opportunity* (if applicable)

*This will be an **excused** absence based on our attendance policy and the criteria above.*

*This will be an **unexcused** absence based on our attendance policy and the criteria above.*

Principal's Signature : \_\_\_\_\_

*Note: The Principal will be required to send you written notification as a warning that your child may be considered truant if he/she reaches 10 absences.*

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## ABSENCES

A pupil must, by State Law, attend school regularly except for personal illness, death in the family, emergency medical or dental treatment, or other necessary reasons if approved by the school principal.

We request that parents telephone the school between 8:00-8:45 A.M. to inform us of your child's absence (school: 435-9871, nurse: 435-0254). Otherwise, as a safety precaution, we will call you at home or work to verify your child's absence.

PLEASE NOTE: Any student that stays home or is sent home from school due to a fever must not return to school until they have been fever free, without Tylenol, for 24 hours.

Any student not in attendance for three (3) consecutive hours, assuming normal dismissal time, during the school day may not attend or participate in any school sponsored activity that day unless approval has been secured from the principal in advance. A student may attend a school-sponsored activity on a day when his or her absence was waived.

On March 26, 2013, Salisbury Central adopted the State mandated administrative regulations for school attendance and truancy. It is important that parents understand the definitions included in these regulations as follows:

1. "Absence"- any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.

2. "Excused Absence" - An absence from a regularly scheduled school day for at least one-half of the school day; for which absence, the school has received written documentation describing the reason for the absence within ten days of the student's return to school, or the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes, and meets the following criteria:

a. Any absence before the student's tenth absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation; and

b. For the student's tenth absence and all absences thereafter, a student's absences from school are 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;
- vi. lack of transportation that is normally provided by a district other than the one the student attends.

\* To qualify as an extraordinary educational opportunity, it 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.

3. "In Attendance" – any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.

4. "Student" -a student enrolled in the Salisbury Central School.

5. "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.

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6. "Unexcused absence" – any absence from a regularly scheduled school day for at least one half of the school day, unless the absence is an excused absence as defined above or the absence is a disciplinary absence.

The building Principal or his/her designee will make the determination of whether an absence is excused. Parents or other persons given control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

7. "Written Documentation"- includes 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, that explains the nature of and the reason for the absence as well as the length of the absence.

When a student is considered "truant" according to the aforementioned definitions, parents will receive notification from the Principal requesting a meeting to discuss and remedy the situation. If a lack of attendance continues, State statutes mandate that the Principal notify the Department of Children and Families and/or the Superior Court.

In situations that involve a pre-planned absence for an "extraordinary educational opportunity" during the time that school is in session, parents must request permission for the absence and explain how the trip meets the requirements as noted in the definitions above. Please use the Pre-planned Absence form to make this type of request. You can download this form from our website or obtain a copy from the main office.

## TARDIES

If students arrive after school begins (8:25 for Middle School and 8:40 for Elementary School), they are considered to be "tardy." When tardy, students must report to the Main or Middle School office. Continued tardiness will result in parent contact.

## EARLY STUDENT DISMISSAL

If students must be dismissed from school before the end of the regular day, a note from the parent(s) or guardian(s) must be presented to the Main or Middle School Office at the beginning of the school day.

The note must include:

1. The date and time the student will be excused.
2. The reason the student will be excused.
3. The name of the person who will pick up the student.
4. The signature of the parent or guardian.
5. A phone number where the parent or guardian can be reached to verify the dismissal.

Students who are dismissed are to be picked up in the Main or Middle School Office at the dismissal time. Parents/Guardians must sign dismissed students out in the Main or Middle School Office.

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