



Long Hill Elementary School



565 Long Hill Avenue
Shelton, CT 06484
Phone 203-929-4077 Fax 203-929-8250
Andrea J. D'Aiuto, Principal

Attendance Practices

Children's consistent school attendance supports continuous learning progressions and active participation in classroom activities and planned learning. Shelton's BOE policy requires that parents/guardians call the school when his/her child will be absent. This is especially important in the light of the current State Truancy Law.

The following are general guidelines that the district and school follow when tracking attendance throughout the school year:

- ❖ All late arrivals (after 9:00am) and early dismissals (before 3:45pm) are considered unexcused. A doctor's note can excuse a late arrival and/or an early dismissal.
 - ❖ An absence is considered excused when a doctor's note is received by the school within 10 days of the child's absence.
 - ❖ A student is considered truant when he/she has accumulated 4 unexcused absences in a month or 10 in a school year.
 - ❖ A student is considered chronically absent when they have missed 10% of their enrolled school days.
 - ❖ All absences should be called in by the parent/guardian each day that a child will not be in school (203-929-4077). A voice mailbox is available for calls at night or early morning for your convenience. When you leave a message, please state the student's first and last name, the date of the absence, the classroom teacher, and the reason for the absence. Please note that calling in absences do not mean that it will automatically become an excused absence.
 - ❖ If a child is absent and no parental notification has been obtained, the parent/guardian will receive an automated call at home, cell phone, or place of work.
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Excused and Unexcused Absences:

- ❖ First 9 absences (includes excused and unexcused absences) – any reason that the parent or guardian approves and a phone call is received indicating the child's absence.
- ❖ 10 or more absences – a student's absence is ***only*** marked excused when:
 - Student illness in which a medical professional's note is provided upon the child's return
 - Student's observance of a religious holiday
 - Death in a student's family or other emergency beyond the control of the student's family
 - Mandated court appearances (additional documentation required)
 - Extraordinary educational opportunities pre-approved by district administrators



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