

Policy Committee Meeting

Tuesday, May 2, 2023 9:00 AM

Remote Session

I. Call to Order, Verification of Quorum

II. Approval of Minutes

II.A. Approval of minutes from the April 4, 2023 Policy Committee Meeting.

III. Discussion of policies, regulations, and bylaws

III.A. Discussion of 5112: Ages of Attendance

III.B. Discussion of 5113: Attendance and Excuses

III.C. Discussion of 5113.1: Certificate of Age

III.D. Discussion of 5113.2: Student Attendance, and Chronic Absenteeism

III.E. Discussion of 4112.4 Health Examinations for Employees

IV. Discussion of policies, regulations, and bylaws in future meetings

V. Next scheduled meeting of the Policy Committee

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

VI. Adjournment

Policy Committee Meeting

Tuesday, April 4, 2023 9:00 AM
Remote Session

Additional Attendees:

Lisa Barbiero, Superintendent of Schools
Tina Henckel, Assistant Superintendent
Tracy Edwards, Director of Pupil Personnel Services
Mark Berkowitz, Director of Athletics

Present: Steven Ezzes, Sharon Ferraro, Melissa Walker. Present: 3.

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

The time is 9:02 AM. 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 March 7, 2023 Policy Committee Meeting.**

Move that the Policy Committee approve the minutes from the March 7, 2023 meeting. Carried with a motion by Ferraro, Sharon and a second by Ezzes, Steven.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Melissa Walker: Yea

Yea: 3, Nay: 0

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

A. **Discussion of Policy 5141.5 - Suicide Prevention**

Tracy Edwards, Director of Pupil Personnel Services, provided an update on the changes outlined in the Suicide Prevention policy. The purpose of revisiting this policy is that our current policy is very outdated and there have been a number of changes to the recommended language. Ms. Edwards stated that this is a complex issue, and we are not a mental health treatment center. However, at the same time, when we become aware of students who are potentially in a crisis, it's our obligation to be responsive to that information and to help connect that student with whatever level of support is warranted in that particular instance. There is also a need to provide some training for staff and Ms. Edwards indicated she has had conversations with our mental health teams and all of the buildings this year around the protocols.

Ms. Edwards will make minor changes as discussed and the committee is in agreement that the policy will then be brought to the Board at the April meeting for a first-read.

B. **Discussion of 1325 - Advertising and Promotion**

Mark Berkowitz, Director of Athletics, brought the Advertising and Promotion policy back to the committee for further review. The

committee went over the changes made, specifically as to right of first refusal on banner placement with regard to specific fields and who oversees requests. The committee was in agreement with the changes as presented and is in agreement that the policy will then be brought to the Board at the April meeting for a first-read.

C. Discussion of Policy 6135 - Field Trips and Community Service

Tina Henckel, Assistant Superintendent, presented the Field Trip and Community Service policy for review. This policy had already been brought before the Board for a first-read. However, there were two minor updates that Ms. Henckel wanted the committee to be aware of before bringing the policy back to the Board for a second-read at the April meeting. The Athletic Director was removed from Step 2 of the field trip request and a change in language was made to Step 4 of the Day Trips, which offers an administrator flexibility in the ratio of chaperones to students based on students' age and destination of the trip.

The committee is in agreement with these changes and the policy will be brought to the Board at the April meeting for a second-read noting these updates.

IV. Discussion of policies, regulations, and bylaws in future meetings

The committee had a discussion of the Gifts, Grants and Bequests policy based on an email from the PTO regarding the various levels of approval and the dollar amount at each level. After a discussion, it was agreed to increase the first level of approval to gifts valued under \$1,000, the second level of approval to read gifts valued \$1,000 to \$3,000, and the third level of approval for gifts valued over \$3,000.

The committee is in agreement with these changes and the policy will be brought to the Board at the April meeting for a second-read noting these updates.

V. Next scheduled meeting of the Policy Committee

A. The next scheduled meeting of the Policy Committee is May 2, 2023 (remote meeting).

VI. Adjournment

The meeting adjourned at 9:50 AM.

Move that the Policy Committee adjourn the April 4, 2023 meeting. Carried with a motion by Ferraro, Sharon and a second by Ezzes, Steven.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Melissa Walker: Yea

Yea: 3, Nay: 0

Respectfully submitted:

Jodi Sacchetta

Chairperson

Superintendent

DRAFT

Students

Ages of Attendance

According to Connecticut General Statutes 10-186 the board of education shall provide education for all persons five years of age and older and under twenty-one years of age who have not graduated from a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. According to Connecticut General Statute 10-76d(b2), special education will be provided for children who have not attained school age who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

Parents and those who have the care of children seven years of age or older and under sixteen years of age are obligated by Connecticut law to cause any such child to attend public day school unless enrolled in parochial or independent schools, or excluded in accordance with Section 10-184.

Early Entrance Into Kindergarten

A child who will reach the age of five between January 2 and March 31 of the school year is eligible to be considered for early entrance into kindergarten.

Procedures:

1. Parents who wish their child to be admitted the following fall under this Policy must submit a letter of request to the building Principal no later than April 1 of the current school year. Following receipt of the letter, the Principal may schedule a meeting with the parents.
2. Upon receipt of the letter described above, the Principal will coordinate evaluation procedures with the elementary school psychologist and the school guidance counselor.
3. The evaluation for early admission will include:
 - a. The "Wechsler Pre-School and Primary Scale of Intelligence-Revised (WPPSI-R) which shall be administered by the psychologist. To be eligible for early entrance, the child's scores must be above 130 on all scales of the WPPSI-R.
 - b. An assessment of the child's social and emotional readiness to enter kindergarten. The assessment will be conducted by the school psychologist utilizing criteria approved by the Director of Pupil Services.

- c. Any other supplemental testing deemed necessary by ~~the~~ either the school psychologist or the counselor.
4. Following the evaluation(s), the counselor and psychologist will submit to the Principal a report of their findings which will include a joint recommendation concerning the request for early entrance.
 5. The Principal will review the report of the counselor and psychologist, make a decision regarding the child's early entrance and convey the decision to the parents in writing. If the request is denied, the Principal will offer to meet with the parents to discuss the reasons for the disapproval. If the request is approved, the parent will be made aware that information regarding class assignments will be mailed home routinely during the summer months. A decision will be made by the Principal by June 1.
 6. In the event that the request is denied, the parents of the child may appeal the Principal's decision to the Director of Pupil Services. The Director of Pupil Services will base his/her decision on the appeal based on the results of the evaluations described in Section 3(a)-3(c) above and the report given to the Principal from the school psychologist and counselor. The Director of Pupil Services' decision shall be final and shall not be subject to further appeal.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in Public Schools Prohibited. School attendance by five-year olds.

10-76a-10-76g re special education

10-184 Duties of parents (re mandatory schooling for children age seven or older and under sixteen years, inclusive)

10-186 Duties of local and regional boards re school attendance. Hearing. Appeal to state board. Establishment of hearing board.

10-233a-10233f Suspension, expulsion and removal of pupils

State Board of Education Regulations.

Policy adopted: October 1, 1990
Policy Revised: June 20, 2011

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Ages of Attendance

According to Connecticut General Statutes 10-186 the board of education shall provide education for all persons five years of age and older and under twenty-one years of age who have not graduated from a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. According to Connecticut General Statute 10-76d(b2) special education will be provided for children who have not attained school age who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, 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. Students under age eighteen are subject to mandatory attendance laws unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a school counselor, or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community.

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. 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 above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by the ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

The parent/guardian of any child who is denied admission to the district's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the

enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to the District not later than ten (10) schooldays after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

~~Parents and those who have the care of children seven years of age or older and under sixteen years of age are obligated by Connecticut law to cause any such child to attend public day school unless enrolled in parochial or independent schools, or excluded in accordance with Section 10-~~

Early Entrance Into Kindergarten

~~A child who will reach the age of five between January 2 and March 31 of the school year is eligible to be considered for early entrance into kindergarten.~~

Procedures:

- ~~1. Parents who wish their child to be admitted the following fall under this Policy must submit a letter of request to the building Principal no later than April 1 of the current school year. Following receipt of the letter, the Principal may schedule a meeting with the parents.~~
- ~~2. Upon receipt of the letter described above, the Principal will coordinate evaluation procedures with the elementary school psychologist and the school guidance counselor.~~
- ~~3. The evaluation for early admission Will include:
 - ~~a. The "Wechsler Pre School and Primary Scale of Intelligence Revised (WPPSI R) which shall be administered by the psychologist. To be eligible for early entrance, the child's scores must be above 130 on all scales of the WPPSI R.~~
 - ~~b. An assessment of the child's social and emotional readiness to enter kindergarten. The assessment will be conducted by the school psychologist utilizing criteria approved by the Director of Pupil Services.~~
 - ~~c. Any other supplemental testing deemed necessary by the either the school psychologist or the counselor.~~~~
- ~~4. Following the evaluation(s), the counselor and psychologist will submit to the Principal a report of their findings which will include a joint recommendation concerning the request for early entrance.~~
- ~~5. The Principal will review the report of the counselor and psychologist, make a decision regarding the child's early entrance and convey the decision to the parents in writing. If the request is denied, the Principal will offer to meet with the parents to discuss the reasons for the disapproval. If the request is approved, the parent will be made aware that information regarding class assignments will be mailed home routinely during the summer months. A decision will be made by the Principal by June 1.~~
- 6.1. In the event that the request is denied, the parents of the child may appeal the Principal's decision to the Director of Pupil Services. The Director of Pupil Services will base his/her decision on the appeal based on the results of the evaluations described in Section 3(a) 3(e) above and the report given to the Principal from the school

~~psychologist and counselor. The Director of Pupil Services' decision shall be final and shall not be subject to further appeal.~~

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools
10-15c Discrimination in Public Schools Prohibited. School attendance by five-year olds.
10-76a-10-76g re special education
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10-186 Duties of local and regional boards re school attendance. Hearing. Appeal to state board. Establishment of hearing board.
10-233a-10233f Suspension, expulsion and removal of pupils
State Board of Education Regulations.

~~Policy adopted. October 1, 1990 WESTON PUBLIC SCHOOLS~~
~~Policy Revised. June 20, 2011 Weston, Connecticut~~

WESTON PUBLIC SCHOOLS

Weston, CT

Students

Attendance and Excuses

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 5113.2, Student Attendance and Truancy, 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, such as:

1. The teacher explains, interprets and adds to the information given in textbooks and other sources.
2. Certain classroom activities such as discussions, media presentations, and speakers, can never be made up.
3. The student has a responsibility to participate in the class learning process and to contribute on the basis of his/her questions and comments.
4. Learning to function and interact as a responsible member in a group situation is a vital part of the student's educational experience.

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.

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences rather than imposition of punitive measures. Only when all local resources are exhausted is referral to legal authorities recommended. Excessive and unauthorized absences and tardiness shall incur appropriate administrative action including but not limited to loss of credit. Notwithstanding the foregoing, the Board will comply with the requirements of state law concerning the reporting of truancy (See Board of Education Policy and Administrative Regulations 5113.2).

An absence shall be considered “excused” when a child does not attend school due to illness or injury, death in the family, religious holiday, an emergency beyond the control of the student’s family, or other circumstances described in the Administrative Regulations. School officials may request parents to verify health-related absences via an appropriately licensed medical professional’s note when the duration or frequency of absence, or the severity of the illness, has education or safety implications for the school community. School officials may also request verification of a claimed health-related absence via an appropriately licensed medical professional’s note when the school officials have reason to believe that the student’s absence is due to reasons other than as stated in this paragraph. An appropriately licensed medical professional’s note provided pursuant to this paragraph must state that the student is required to be absent from school for either the entire day or for a portion of the day. All other absences shall be considered unexcused.

Request for Release of Student During the School Day

Request for release of a student during the school day originating outside the school must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Early dismissal should be requested only in emergency or unusual situations.

Legal References:

Conn. Gen. Stat. 10-220, Duties of boards of education

Conn. Gen. Stat 10-221(b), Boards of education to prescribe rules

Conn. Gen. Stat., 10-184, Duties of parents

Campbell v New Milford, 193 Conn 93 (1984)

Conn. Gen. Stat. §10-186, Duties of boards of education re attendance

Conn. Gen. Stat. §10-198a, Policies and procedures concerning truants

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)

Policy References:

Board of Education Policy 5113.2, Attendance and truancy

Policy adopted: October 1, 1990
Policy revised: March 21, 1995
November 21, 2011
June 16, 2014

WESTON PUBLIC SCHOOLS
Weston, Connecticut

R 5113

Students

Attendance and Excuses

Absences

This regulation, and Board of Education Policy 5113, 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 5113.2, Student Attendance and Truancy, govern the Board of Education's compliance with the provisions of state law concerning truancy.

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, by telephone, in person, or by written note. The administration will determine where absences are excused or unexcused.

Legislation mandates school attendance, so it is up to the school to decide what will or will not constitute an excused absence. The school administration makes final determination of excused absences.

Class time and learning experiences lost for whatever reason have a direct and negative effect on the student's education.

Excused Absences*

1. Illness or injury of the student.
2. Funeral or death in the family or other emergency beyond the control of the student's family.
3. Serious illness of a member of the family which necessitates the absence of the student.
4. Medical appointment that cannot be scheduled outside of regular school hours.
5. College interviews or visits (not permitted during midterm or final examination days).
6. Religious holiday.
7. Mandatory court appearance.
8. 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.
9. Lack of transportation that is normally provided by a district other than Weston Public Schools.
10. Extraordinary educational opportunities pre-approved by the district administration and in accordance with Connecticut State Department guidance, Board policies, and administrative regulations
11. Such other exceptional circumstances as approved by the principal.

Students that are absent from class for a non-school related reason may not be present in the school building during that period. The responsibility for the make-up of work lies with the student, not the teacher.

* An excused absence for the purpose of this regulation may be different than an excused absence for the purpose of determining whether a student is truant under state law. Please see Board Policy and Administrative Regulation 5113.2, Student Attendance and Truancy.

School Required Absences

With prior notification, absences required by the school, such as curricular field trips, interscholastic contests, and suspension will be acceptable for excused absences and are excluded from consideration in the enforcement of the attendance policy.

Unverified Absences

When students are absent and no reason was reported by a parent or guardian, the absence will be considered unverified. Any absence that remains unverified on the eleventh school day after the student's return to school ("Verification Period") will be recorded as an unexcused absence. After the Verification Period, no changes will be made to the status of the absence.

Make-Up Work

All make-up work will be completed within twice the number of school days of absence when the student returns to school. A building administrator may authorize an amended make-up deadline. Whether or not students are given an opportunity to make up work missed as a result of an unexcused absence, or to receive credit for work missed as a result of an unexcused absence, will be at the discretion of the principal or his/her designee in consultation with the teacher(s) and school counselor. It is the student's responsibility to complete all make-up work.

Student Attendance Responsibility

The student has the responsibility to have his/her parent or guardian call the school on the morning of a legitimate absence or submit a parental excuse note to the attendance office.

A student should report to the health office if he/she becomes ill during the school day. Students are not allowed to leave campus without permission of the school nurse or school administrator. If a student leaves without the authorization of the nurse or school administrator, the absence will be considered unexcused, and the student will face disciplinary consequences as determined by the school administration.

Proper parental notification must be provided to the school if there is a need to be dismissed early.

Parents

Parents or guardians are responsible for calling the attendance office in the morning to report absence or tardiness, and reason for the absence or tardiness. If no call has been received and a student is absent, the school will call home. Appointments for medical, dental, etc. should be scheduled after school hours. Prior notification of student's absence should be submitted whenever possible. (See also Unverified Absences above).

Teachers' Responsibility

Teachers are 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.

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.

Consequences for Unexcused Absences at the High School

- I. For the first unexcused absence in a school year, an administrator will communicate a warning to the student.
- II. For the second and third unexcused absences in a school year, the student will be assigned a detention and the student's parents or guardians will be notified.
- III. For the fourth unexcused absence in a school year, and for subsequent absences, students will be subject to more severe disciplinary consequences as determined by the school administration. Consequences may include suspension from school. The student may also be subject to other disciplinary measures including, but not limited to, loss of privileges (open campus, parking, etc.) and removal from co-curricular activities. Students will be referred to the student assistance team and a parent conference(s) may be scheduled.
- IV. In severe circumstances, repeated unexcused absences in any single course may result in the student being withdrawn from the course(s) with a failing grade. For the purposes of I, II, and III above, an unexcused absence shall be defined as an absence during a single class period. Students who have multiple unexcused absences on a single day will receive consequences as stated in II and III above as appropriate. Each class absence will be treated as a new occurrence.
- V. The decision of the principal regarding discipline imposed under the Policy and Administrative Regulations is final.

Consequences for Unexcused Absences at the Middle School and Elementary Schools

- I. Consequences will be determined by the school building administrators in their discretion and as permitted by law.
- II. The decision of a principal regarding discipline imposed under the Policy and Administrative Regulations is final.

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 place, ready for work, at the bell.

Tardiness at the High School

- I. For each accumulation of three (3) tardies in the same class, the teacher will assign the student a one-hour detention. Teachers may also enforce their own classroom tardy policy in addition to this consequence.
- II. Students arriving more than ten (10) minutes after a class begins will be marked absent for that period. The absence will be unexcused for the purposes of this regulation unless the student was tardy due to one of the reasons for an “excused absence” as defined herein.
- III. Students who accumulate more than six (6) tardies may be referred to an administrator who will determine the appropriate disciplinary consequences. Consequences may include, but not be limited to, loss of privileges (parking, open campus, etc.) and extended detention.
- IV. The decision of a principal regarding discipline imposed under the Policy and Administrative Regulations is final.
- V. If the school is responsible for a student’s lateness (i.e. the school bus is late), tardiness will be automatically excused.

Tardiness at Middle School, Intermediate School, and Elementary School

- I. Consequences for repeated tardiness will be determined by the school building administrators in their discretion and as permitted by law.
- II. The decision of a principal regarding discipline imposed under the Policy and Administrative Regulations is final.
- III. If the school is responsible for a student’s lateness (i.e. the school bus is late), tardiness will be automatically excused.

Requests for Early Dismissal

Permission must be granted by the principal or designee according to each individual case, provided a request is made by the parent or guardian with whom the student is living. A student may be dismissed from school early for any of the reasons stated under the “Excused Absence” section of this regulation.

In case of illness or other personal emergency necessitating dismissal of a student, the principal or designee shall notify the parent or guardian before dismissing the student.

No student shall be sent from school grounds during the school day without the approval of the principal or designee.

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) 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.

Extended Absences - Vacations

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.

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.

Legal References:

Conn. Gen. Stat. §10-184, Duties of parents

Conn. Gen. Stat. §10-186, Duties of boards of education re attendance

Conn. Gen. Stat. §10-198a, Policies and procedures re truants

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

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)

Policy References:

Policy 5113.2, Attendance and Truancy

Regulation approved: October 1, 1990
Regulation revised: November 21, 2011
June 16, 2014

WESTON PUBLIC SCHOOLS
Weston, Connecticut

~~Students~~ Attendance and Excuses and Truancy

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 5113.2, Student Attendance and Truancy (5113.2), 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, ~~such as:~~

- ~~1. The teacher explains, interprets and adds to the information given in textbooks and other sources.~~
- ~~2. Certain classroom activities such as discussions, media presentations, and speakers, can never be made up.~~
- ~~3. The student has a responsibility to participate in the class learning process and to contribute on the basis of his/her questions and comments.~~
- ~~4. Learning to function and interact as a responsible member in a group situation is a vital part of the student's educational experience.~~

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.

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences rather than imposition of punitive measures. Only when all local resources are exhausted is referral to legal authorities recommended. Excessive and unauthorized absences and tardiness shall incur appropriate administrative action including but not limited to loss of credit. Notwithstanding the foregoing, the Board will comply with the requirements of state law concerning the reporting of truancy (See Board of Education Policy and Administrative Regulations 5113.2).

An absence shall be considered “excused” when a child does not attend school due to illness or injury, death in the family, religious holiday, an emergency beyond the control of the student’s family, or other circumstances described in the Administrative Regulations. School officials may request parents to verify health-related absences via an appropriately licensed medical professional’s note when the duration or frequency of absence, or the severity of the illness, has education or safety implications for the school community. School officials may also request verification of a claimed health-related absence via an appropriately licensed medical professional’s note when the school officials have reason to believe that the student’s absence is due to reasons other than as stated in this paragraph. An appropriately licensed medical professional’s note provided pursuant to this paragraph must state that the student is required to be absent from school for either the entire day or for a portion of the day. All other absences shall be considered unexcused.

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Conn. Gen. Stat 10-221(b), Boards of education to prescribe rules

Conn. Gen. Stat., 10-184, Duties of parents

Campbell v New Milford, 193 Conn 93 (1984)

Conn. Gen. Stat. §10-186, Duties of boards of education re attendance

Conn. Gen. Stat. §10-198a, Policies and procedures concerning truants

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)

Policy References:

Board of Education Policy 5113.2, Attendance and truancy

Policy adopted: October 1, 1990
Policy revised: March 21, 1995
November 21, 2011
June 16, 2014
May/June _____, 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Administrative Regulations for Students Attendance and Excuses and TruancyAbsences

This regulation, and Board of Education Policy 5113, 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 5113.2, Student Attendance and Truancy, govern the Board of Education's compliance with the provisions of state law concerning truancy.

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, by telephone, in person, or by written note. The administration will determine where absences are excused or unexcused.

Legislation mandates school attendance, so it is up to the school to decide what will or will not constitute an excused absence. The school administration makes final determination of excused absences.

Class time and learning experiences lost for whatever reason have a direct and negative effect on the student's education.

Excused Absences*

1. Illness or injury of the student.
2. Funeral or death in the family or other emergency beyond the control of the student's family.
3. Serious illness of a member of the family which necessitates the absence of the student.
4. Medical appointment that cannot be scheduled outside of regular school hours.
5. College interviews or visits (not permitted during midterm or final examination days).
6. Religious holiday.
7. Mandatory court appearance.
8. 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.
9. Lack of transportation that is normally provided by a district other than Weston Public Schools.

10. Extraordinary educational opportunities pre-approved by the district administration and in accordance with Connecticut State Department guidance, Board policies, and administrative regulations
11. Such other exceptional circumstances as approved by the principal.

Students that are absent from class for a non-school related reason may not be present in the school building during that period. The responsibility for the make-up of work lies with the student, not the teacher.

* An excused absence for the purpose of this regulation may be different than an excused absence for the purpose of determining whether a student is truant under state law. Please see Board Policy and Administrative Regulation 5113.2, Student Attendance and Truancy.

School Required Absences

With prior notification, absences required by the school, such as curricular field trips, interscholastic contests, and suspension will be acceptable for excused absences and are excluded from consideration in the enforcement of the attendance policy.

Unverified Absences

When students are absent and no reason was reported by a parent or guardian, the absence will be considered unverified. Any absence that remains unverified on the eleventh school day after the student's return to school ("Verification Period") will be recorded as an unexcused absence. After the Verification Period, no changes will be made to the status of the absence.

Make-Up Work

~~All make-up work will be completed within twice the number of school days of absence when the student returns to school. A building administrator may authorize an amended make-up deadline. Whether or not students are given an opportunity to make up work missed as a result of an unexcused absence, or to receive credit for work missed as a result of an unexcused absence, will be at the discretion of the principal or his/her designee in consultation with the teacher(s) and school counselor. It is the student's responsibility to complete all make-up work.~~

Student Attendance Responsibility

~~The student has the responsibility to have his/her parent or guardian call the school on the morning of a legitimate absence or submit a parental excuse note to the attendance office.~~

~~A student should report to the health office if he/she becomes ill during the school day. Students are not allowed to leave campus without permission of the school nurse or school administrator. If a student leaves without the authorization of the nurse or school administrator, the absence will be considered unexcused, and the student will face disciplinary consequences as determined by the school administration.~~

~~Proper parental notification must be provided to the school if there is a need to be dismissed early.~~

Parents

~~Parents or guardians are responsible for calling the attendance office in the morning to report absence or tardiness, and reason for the absence or tardiness. If no call has been received and a student is absent, the school will call home. Appointments for medical, dental, etc. should be scheduled after school hours. Prior notification of student's absence should be submitted whenever possible. (See also Unverified Absences above).~~

Teachers' Responsibility

Teachers are 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.

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.

Consequences for Unexcused Absences at the High School

- ~~I. For the first unexcused absence in a school year, an administrator will communicate a warning to the student.~~
- ~~II. For the second and third unexcused absences in a school year, the student will be assigned a detention and the student's parents or guardians will be notified.~~
- ~~III. For the fourth unexcused absence in a school year, and for subsequent absences, students will be subject to more severe disciplinary consequences as determined by the school administration. Consequences may include suspension from school. The student may also be subject to other disciplinary measures including, but not limited to, loss of privileges (open campus, parking, etc.) and removal from cocurricular activities. Students will be referred to the student assistance team and a parent conference(s) may be scheduled.~~
- ~~IV. In severe circumstances, repeated unexcused absences in any single course may result in the student being withdrawn from the course(s) with a failing grade. For the purposes of I, II, and III above, an unexcused absence shall be defined as an absence during a single class period. Students who have multiple unexcused absences on a single day will receive consequences as stated in II and III above as appropriate. Each class absence will be treated as a new occurrence.~~
- ~~V. The decision of the principal regarding discipline imposed under the Policy and Administrative Regulations is final.~~

Consequences for Unexcused Absences at the Middle School and Elementary Schools

- I. ~~Consequences will be determined by the school building administrators in their discretion and as permitted by law.~~
- II. ~~The decision of a principal regarding discipline imposed under the Policy and Administrative Regulations is final.~~

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 place, ready for work, at the bell.~~

Tardiness at the High School

- I. ~~For each accumulation of three (3) tardies in the same class, the teacher will assign the student a one-hour detention. Teachers may also enforce their own classroom tardy policy in addition to this consequence.~~
- II. ~~Students arriving more than ten (10) minutes after a class begins will be marked absent for that period. The absence will be unexcused for the purposes of this regulation unless the student was tardy due to one of the reasons for an “excused absence” as defined herein.~~
- III. ~~Students who accumulate more than six (6) tardies may be referred to an administrator who will determine the appropriate disciplinary consequences. Consequences may include, but not be limited to, loss of privileges (parking, open campus, etc.) and extended detention.~~
- IV. ~~The decision of a principal regarding discipline imposed under the Policy and Administrative Regulations is final.~~
- V. ~~If the school is responsible for a student’s lateness (i.e. the school bus is late), tardiness will be automatically excused.~~

Tardiness at Middle School, Intermediate School, and Elementary School

- I. ~~Consequences for repeated tardiness will be determined by the school building administrators in their discretion and as permitted by law.~~
- II. ~~The decision of a principal regarding discipline imposed under the Policy and Administrative Regulations is final.~~

~~III. — If the school is responsible for a student’s lateness (i.e. the school bus is late), tardiness will be automatically excused.~~

Requests for Early Dismissal

Permission must be granted by the principal or designee according to each individual case, provided a request is made by the parent or guardian with whom the student is living. A student may be dismissed from school early for any of the reasons stated under the “Excused Absence” section of this regulation.

In case of illness or other personal emergency necessitating dismissal of a student, the principal or designee shall notify the parent or guardian before dismissing the student.

No student shall be sent from school grounds during the school day without the approval of the principal or designee.

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) 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.

Extended Absences - Vacations

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.

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.

Legal References:

Conn. Gen. Stat. §10-184, Duties of parents

Conn. Gen. Stat. §10-186, Duties of boards of education re attendance

Conn. Gen. Stat. §10-198a, Policies and procedures re truants

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

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)

Policy References:

Policy 5113.2, Attendance and Truancy

Regulation approved: October 1, 1990
Regulation revised: November 21, 2011
June 16, 2014
May/June , 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Certificate of Age

The school will furnish a certificate of age of any student to an employer wishing to employ said student.

Students between the ages of 14 and 17 years are eligible for working papers.

All Students who live in Weston, whether or not they attend Weston High School, must have a completed Promise of Employment and submit a copy of one of the following original documents: birth certificate, current passport or driver's license.

The school will furnish the certificate.

Legal Reference: Connecticut General Statutes
10- 193 Certificate of age of minors in certain occupations to-
10-94 Penalty
10-195 Evidence of Age
10-197 Penalty of employment of children under fourteen
10-198 False statement as to age

Regulation approved: October 1, 1990
Regulation revised: June 23, 2009
May/June ____, 2023

WESTON PUBLIC SCHOOLS
Weston, CT

Students

Student Attendance and Truancy

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 Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

Legal References:

Connecticut General Statutes §10-220, Duties of boards of education

Conn. Gen. Stat. §10-221, Boards of education to prescribe rules

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 concerning truants

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

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

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)

Policy References:

Board of Education Policy 5113, Attendance and Excuses

Policy Adopted: September 3, 1991

Policy Revised: July 16, 2007

March 15, 2010

June 16, 2014

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Students

Administrative Regulations regarding Attendance and Truancy

A. Definitions

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. "Disciplinary absence" – any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused.
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.
3. "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 child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - A. Any absence before the student's 10th absence is considered excused when the student's parent/guardian approves such absence and submits appropriate documentation in accordance with this regulation.
 - B. For the student's 10th absence and all absences thereafter, a student's absences from school are considered excused, with appropriate documentation in accordance with this regulation, for the following reasons:
 - a. student illness (verified by an appropriately licensed medical professional);
 - b. religious holidays.

- c. mandated court appearances (documentation required);
 - d. funeral or death in the family, or other emergency beyond control of the student's family;
 - e. Extraordinary educational opportunities pre-approved by the district administration and in accordance with Connecticut State Department guidance and this regulation;
 - f. lack of transportation that is normally provided by a district other than the one the student attends.
4. "School Day" – the regular school day for all students.
 5. "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.
 6. "Student" - a student enrolled in the Weston Public Schools.
 7. "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.
 8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which absence is not excused or considered a disciplinary absence.

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

B. 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. An incidence of absence is considered consecutive days 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 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:
 - (1) 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
 - (2) 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:
 - (1) a police summons;
 - (2) a subpoena;
 - (3) a notice to appear;
 - (4) a signed note from a court official; or
 - (5) 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: written document must explain 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 Superintendent or his/her designee, 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 his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.

5. Weston Public Schools 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 his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. 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 for this exemption;
 - 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.
3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the Superintendent or his/her designee 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 his/her designee;
 - 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;
 - 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.
 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.

D. Truancy Exceptions:

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parents or guardians or other persons 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. A student seventeen (17) years of age shall not be considered truant if the parent guardian or other person having control over such student consents to such student's withdrawal from school. Such parent or guardians or other persons having control over such student shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from 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. If a parent, guardian, or other person having control of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

C. 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 B.2, above) and subsequently seeks readmission, subject to Section C.2. below, 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 B.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

D. 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 he or she 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 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 by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

E. Procedures for students in grades K-8*

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 parents, guardians, or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Weston Public Schools.
- 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 parents, guardians, or other persons having control of the student in grades K-8 a telephone number or other means of contacting such parents or guardians or other persons having control of the student during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal [or his/her designee] shall make a reasonable effort to notify the parent, guardian, or other persons 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, guardian, or other persons having control of such student is aware of the student's absence. [Reasonable efforts shall include two (2) attempts to reach the parent, guardian, or other persons at the telephone number provided by the parent, guardian, or other person. Such attempts shall be recorded on a form provided by the Superintendent.] Mailed notice of the student's absence shall include a warning that two (2) unexcused absences from school in a month or five (5) unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to Conn. Gen. Stat. section 46b-149 alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. 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.

[*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.]

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

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent, guardian, 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 the parent, guardian, or other person having control of the student declines to attend the meeting, or is otherwise nonresponsive, 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 his/her 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. If the parent, guardian, or other person having control of the student who is truant fails to attend the meeting held pursuant to subsection a. above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen (15) calendar days of such failure to attend the meeting or failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b - 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- d. 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 [or other appropriate 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 Child Study Team [or other appropriate school based team]. Upon completion of the evaluation of a regular education student, the Child Study Team [or 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

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 or revise the student's individualized education program ("IEP").

I. Reports to the State Regarding Truancy Data:

Annually, each local and regional board of education shall include information regarding truancy in the strategic school profile report for each school under its jurisdiction and for the school 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 of education to reduce truancy in the school district.

Legal References:

Conn. Gen. Stat. §10-220, Duties of boards of education

Conn. Gen. Stat. §10-221, Boards of education to prescribe rules

Conn. Gen. Stat. §10-184, Duties of parents

Conn. Gen. Stat. §10-186, Duties of boards of education re attendance

Conn. Gen. Stat. §10-198a, Policies and procedures concerning truants

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

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

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)

Policy References:

Board of Education Policy 5113, Attendance and Excuses

Regulation Adopted: September 3, 1991

Regulation Revised: July 16, 2007
March 1, 2010
June 16, 2014

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Health Examinations for Employees

Health Examination Regulation

I. Initial Hiring or Returning from Leaves of Absence: all Certified and Non-Certified Staff

Upon initial hiring, all certified and non-certified employees shall be screened for tuberculosis, have their immunizations reviewed, and be screened for physical capability when applicable. This examination shall be provided by the school district in conjunction with the Westport/Weston Health District. Vaccines and immunizations that are not complete are required to be updated and shall be made available through the Health District.

These screenings and/or examinations are a condition of employment. Verification of completion must be provided at the superintendent's office in a timely manner prior to the commencement of employment with the Weston Public Schools. In the event that a tuberculosis test is positive, the employee must have a licensed physician submit a statement that the employee is free from communicable tuberculosis.

II. Examinations for Food Service Workers

Food service workers shall undergo tuberculosis screening annually. This screening shall be provided by the school district. Hepatitis A vaccine is recommended and will be made available through the Westport/Weston Health District.

III. Ongoing Employees

Standard adult immunizations are required to be updated as needed and shall be available from the Health District. **Personal physicians have discretion to require additional tuberculosis screening.**

IV. Superintendent May Require Examinations

The Superintendent may require a physical or psychological examination by a licensed physician of any certified or non-certified employee whenever the Superintendent has grounds to believe that the performance of the employee is adversely affected and may involve illness of any kind. The cost of the examination shall be borne by the school district. All exams shall be conducted in the manner consistent with state and federal law, including the American with Disabilities Acts.

V. Examination Results

Results of all health examinations will only be released to the employee, his/her family physician and the school physician. All records will be kept in the Central Office. When the protection of an employee's health or that of the pupils' requires employee absence or some other adjustment, the school system's medical advisor, acting in consultation with the employee's physician, shall indicate to the superintendent the necessary action.

VI. Exceptions

Exceptions shall exist for employees who, for religious and/or medical reasons, do not receive immunizations or other treatments as is required by law. Such employees shall provide verification of their religious affiliation.

Regulation: Revised :April 18, 2006

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Health Examinations for Employees Health Examination Regulation

I. Initial Hiring or Returning from Leaves of Absence: all Certified and Non-Certified Staff

~~Upon initial hiring, all certified and non-certified employees shall be screened for tuberculosis, have their immunizations reviewed, and be screened for physical capability when applicable. This examination shall be provided by the school district in conjunction with the Westport/Weston Health District. Vaccines and Immunizations that are not complete are required to be updated and shall be made available through the Health District.~~

~~All new employees employed by the Weston Board of Education and all employees returning to regular employment after Medical Leaves of Absence for periods of one year or more must present to the school physician an acceptable health statement from a licensed medical physician that the employee is able to perform the duties of his/her position.,~~

~~These screenings and/or examinations are a condition of employment. Verification of completion must be provided at the superintendent's office in a timely manner prior to the commencement of employment with the Weston Public Schools. In the event that a tuberculosis test is positive, the employee must have a licensed physician submit a statement that the employee is free from communicable tuberculosis.~~

II. Examinations for Food Service Workers

~~Food service workers shall undergo tuberculosis screening annually. This screening shall be provided by the school district. Hepatitis A vaccine is recommended and will be made available through the Westport/Weston Health District.~~

III. Ongoing Employees

~~Standard adult immunizations are required to be updated as needed and shall be available from the Health District. Personal physicians have discretion to require additional tuberculosis screening.~~

IV.II. Superintendent May Require Examinations

The Superintendent may require a physical or psychological examination by a licensed physician of any certified or non-certified employee whenever the Superintendent has grounds to believe that the performance of the employee is adversely affected and may involve illness of any kind. The cost of the examination shall be borne by the school district. All exams shall be conducted in the manner consistent with state and federal law, including the American with Disabilities Acts.

V.III. Examination Results

~~Results of all health examinations will only be released to the employee, his/her family physician and the school physician. All records will be kept in the Central Office. All~~

records will be kept in a confidential location at Central Office. When the protection of an employee's health or that of the pupils' requires employee absence or some other adjustment, the school system's medical advisor, acting in consultation with the employee's physician, shall indicate to the superintendent the necessary action.

VI. Exceptions

~~Exceptions shall exist for employees who, for religious and/or medical reasons, do not receive immunizations or other treatments as is required by law. Such employees shall provide verification of their religious affiliation.~~

Regulation. Revised : April 18 , 2006

May/June , 2023

WESTON PUBLIC SCHOOLS
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