

Jumoke Academy Attendance Policy

Truancy

Introduction and Definitions

The district's policy on student truancy policy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted

"Truant", as defined by the state of CT, shall mean a child age 5-18, inclusive who has 4 unexcused absences in any one month, or ten unexcused absences in one school year. In addition, as defined by Jumoke Academy Charter Schools, excessive tardiness may also result in a student being considered truant.

"Absent" shall mean a child ages 5-18 who has not attended school or has attended school for less than half of the school day. A student who is suspended out of school is considered absent.

There are two levels of criteria for absences:

Level	Total Days Absent	Acceptable Reasons for Excused Absence	Documentation required (in 10 Days)
1	One through nine	Any reason that the parent or guardian approves	Parent or guardian note.
2	10 and above	<ul style="list-style-type: none">• Student illness as documented by licensed medical professional (even for one day)<ul style="list-style-type: none">○ Nurse can provide note• Student's observance of religious holiday• Death in student's family or other emergency beyond the family's control• Mandate court appearance (documentation required)• Lack of transportation that is normally provided by district• Extraordinary educational opportunities – PRE APPROVED BY SCHOOL	Parent or guardian note and additional documentation for certain reasons

- Parent note to excuse MUST include: Date(s) of absence, reason for absence, and signature.
- NOT ACCEPTED: Phone call, email (unless it contains a scanned image of a note), text message

Jumoke Academy Truancy Prevention and Intervention

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in preventing and remedying truancy. All Jumoke schools will:

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or persons having control of the child during the school day.
3. Establish and maintain a system to monitor student attendance.
4. Notify parents or other persons having control of the child when a child does not arrive at school and there has been no previously approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as “truant” when the student accumulates four unexcused absences in any month or ten in a school year.
6. Appropriate school staff meets with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.
7. Provide the coordination of services and refer “truants” to community agencies which provide family services. When a student is truant, the Executive Director 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.
8. File a written complaint with the superior court alleging that the acts or omissions of a child identified as “truant” are such that the student’s family is a “family with service needs”, if the

parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)

10-198a Policies and procedures concerning truants (as amended by PA 00-157)

10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95
304)

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

10-221 (b) Board of Trustees to prescribe rules.

Campbell v New Milford, 193 Conn 93 (1984)

Tardiness

It is imperative that scholars are at school on time every day. If a scholar is late, a parent MUST accompany their scholar to the office and to sign them in. While there may be a few understandable tardy occurrences during the course of a year, excessive tardiness may result in a student being documented as truant.

Excessive tardiness is defined as 20 or more tardies in a school year. Reaching 20 tardies may cause a child to be considered truant.

Truancy Determination

When a student is considered truant, the proceeding policies will be followed:

- A meeting between the parent/guardian and school administration will be held to review and evaluate the reasons for the child being truant.
- If a parent fails to attend the meeting within 15 days, a complaint may be filed with the Superior Court.
- The school may coordinate services and referrals of children to community agencies providing child and family services.

Habitual Truancy

“Habitually Truant”, as defined by the state of CT’s Superior Court, is defined as any student who has 20 or more unexcused absences in a school year.

Administrative Responsibilities:

1. Notify the parents of the student that their child is habitually truant.
2. Hold a meeting with parents, social worker and/or counselor and teacher to discuss solutions for attendance issue and present community resources available.
3. Principal meets with teachers to determine a fair plan for truant student to make up important missed assignments.
4. Hold a meeting with parents and staff to discuss the potential for retention in the grade for the following academic year.
5. Submit or resubmit a Family with Service Needs application to the superior court. Follow up with court-appointed probation officer if child already has one.

Student and Family Responsibilities:

1. Students are responsible for regular attendance in all classes to benefit from continuity of instruction, sequential presentation of material, class interaction, and the attendant self-discipline and responsibility.
2. Families and students are responsible to have absences approved and notify his/her school administration by presenting approval verification at the next class meeting.
3. Students and families are responsible for attending meetings with school staff pertaining to their truancy.

Teacher Responsibilities:

1. Teachers are responsible for maintaining up-to-date and accurate attendance records.
2. Teachers will monitor the attendance patterns of students in their homeroom and notify administration of students who they identify as accumulating absences at a concerning rate.
3. Be available and flexible with school administration in developing make up work plans as needed.

Method of Reporting: 3 basic forms will be utilized to implement this policy:

1. **Family with Service Needs Form:** completed and submitted to superior court at 10 unexcused absences for the year or 4 unexcused absences in a given month.
2. **Absence Notification Letter:** sent home to parents when school personnel identifies that a scholar is in danger of reaching the point of truancy.
3. **Tardy Notification Letter:** sent home to parents when school personnel identifies that a scholar is in danger of reaching the point of truancy.