



Regular school attendance is the foundation upon which learning takes place. The Hartford Public Schools hope to create a positive understanding that good attendance is rewarded.

Examples of Excused Absences

- ✓ Medical problems
(Documentation will be requested. Students are expected to attend medical appointments after school whenever possible.)
- ✓ Family emergencies
- ✓ Court appearances
- ✓ Death in family
- ✓ College interviews or visits
- ✓ Religious holidays

Examples of Unexcused Absences

- ✓ Truancy
- ✓ Oversleeping
- ✓ Missed bus
- ✓ Family vacations

Whenever your child is absent from school, you need to send a note explaining the absences with the student the day he/she returns. Excessive absences may result in loss of credit or retention.

Truancy

"When a student has 4 unexcused absences in one month or 10 unexcused absences in one year."

When a child is **TRUANT** a Family with Service Needs (FWSN) referral **MAY** be made and every effort will be made to work with the family. The school will contact you to schedule a meeting to discuss your child's situation.

Habitual Truancy

"When a student has 20 unexcused absences in one year."

When a child is **HABITUALLY TRUANT** a FWSN referral **MUST** be made.

It's the LAW!

Connecticut State Law says:

"Each parent or guardian of a child over 5 years of age shall ensure such child attends a public school regularly during the hours and terms of that school."

For more information on the Hartford Public Schools Attendance Policy or for questions specific to your child, please contact your child's school.



Escuelas Públicas de Hartford

Asistencia Escolar

El asistir regularmente a la escuela es la fundación de la educación. Las Escuelas Públicas de Hartford desean crear un ambiente positivo en el cual la buena asistencia es recompensada.

Ejemplos de Ausencias Excusadas

- ✓ Problemas médicos
(Se puede exigir documentación. Se espera que traten de ir a citas medicas después de clases).
- ✓ Emergencias familiares
- ✓ Citas en la corte tribunal
- ✓ Muerte en la familia
- ✓ Entrevistas o visitas a universidades
- ✓ Días feriados religiosos

Ejemplos de Ausencias Inexcusadas

- ✓ Ausentismo
- ✓ Quedarse dormido
- ✓ Perder el autobús
- ✓ Vacaciones familiares

¡Es la LEY!

La Ley Estatal de Connecticut dice que:

“Cada padre o guardián de un niño o niña de mas de 5 años de edad deberá de asegurar que este asista a la escuela publica regularmente durante las horas y términos de la escuela.”

Quando su niño o niña este ausente envíe una nota con el niño, a la oficina de la escuela, explicando la razón por la ausencia. Ausencias excesivas pueden resultar en retención o en la perdida de créditos.

Ausentismo

“Quando un estudiante tiene 4 ausencias inexcusadas en un mes o 10 ausencias inexcusadas en un año.”

Quando un estudiante es un **AUSENTE** la escuela puede hacer un referido de **Familias con Necesidades de Servicio (FWSN)** y hacer todo el esfuerzo posible para ayudar a la familia.

Ausentismo Habitual

“Quando un estudiante tiene 20 ausencias no-autorizadas o más en un año.”

Quando un estudiante en un **AUSENTE HABITUAL** se tiene que hacer un referido de **FWSN**.

Para más información sobre los Reglamentos de Asistencia Escolar en las Escuelas de Hartford o si tiene preguntas especificas, favor de ponerse en contacto con la escuela de su niño o niña.

Regular and punctual student attendance in school is essential to the educational process.

An **excused absence** is an absence from a regularly scheduled school day which is determined by the principal or principal designee for:

- Student illness
- Court appearance
- Religious holidays
- Funeral or death in the family
- Approved school activities, including field trips or college visits
- Suspension or expulsion
- Limited special circumstances or emergencies with the consent of the parent or guardian

Students are required to be in attendance on each day that school is in session. When a child is absent from school:

- He or she must be marked absent in the **official attendance register** (HIPSTA – Hartford IP Student Attendance System) maintained by the classroom teacher.
- The school will contact the parent (illustrated in the timeline on page 5) directly or through Phonemaster.
- The parent/legal guardian must send a written note to the school upon the student's return from the absence, acknowledging each date of absence and specifying the reason(s) for the absence(s).
 - **This note is required, even if the parent/legal guardian calls the school to inform the principal or teacher of the absence.**
 - The review of this note by the school principal or principal designee will determine whether the absence is an excused absence according to the criteria noted above, or whether the absence is unexcused.
 - At the middle and high schools, a copy of this note will be provided to the Attendance Case Manager. At the elementary and magnet schools, a copy of this note will be provided to the Prevention Team.
 - *Any updates to a student's attendance record must be recorded in SASI within two days of receiving updated information for any absence event.*
 - **In the event that HIPSTA becomes unavailable, procedures must be put in place to ensure that attendance data is recorded in SASI within two days of such event.**

Tardiness Policy

All students are expected to report to school on time and be in their assigned areas at designated times. Failure to do so constitutes tardiness. The following, with appropriate documentation, are acceptable reasons for tardiness:

- Medical or dental appointment
- Court appearance
- Funeral
- Family Emergency

Unexcused tardiness is defined as failing to be in an assigned area at the designated time that school or class periods commence without a valid excuse. Consequences of tardiness may include detention after three (3) unexcused tardies. In addition, three (3) unexcused tardies may be considered equivalent to one unexcused absence.

Students arriving tardy at the start of the school day must report to the school office. Tardiness between class periods at the high school levels will be handled by the teachers in accordance with school disciplinary policy.

Schools must implement a tardiness plan as part of their attendance plan. We recommend students be considered absent if they have not been in attendance for at least four hours within the school day.

School Follow Up Procedures and Re-Entry Program

After an investigation the School Prevention Team will make recommendations to the school staff regarding an effective follow up program. A staff member will be assigned responsibility for implementing the program to include:

- Tutoring returning students.
- On-going individual and/or group counseling of returning students.
- Monitoring student daily attendance.
- A weekly progress report will be provided for the parent/guardian.
- Contact will be made with the parent/guardian.
- Planning individual incentive programs.
- Other locally designed effective strategies to improve/maintain student attendance.

