

## ATTENDANCE

Students who attend school every day and arrive at school on time are more likely to be successful learners. Parents/ Guardians are asked to help children get plenty of rest and eat a nutritious breakfast so they are ready to learn. Attendance is taken in the homeroom at 8:46 am, this is also when teachers review the daily plan for the day. If your child is absent, please call Joel School at 860-664-6501 Ext 3, anytime to leave a recorded message confirming your child's absence. Please include the REASON why your child is absent. If we do not hear from you and your child is reported absent, our office will attempt to contact you. The information below explains the nature of absences:

### Excused Absences

A student's absence from school shall be considered "excused" if notification of the reason for such absence has been submitted within (10) school days of the student's return to school and meets the following criteria:

For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. Such documentation includes a signed note from the student's parent/guardian, a signed note or a log entry from school personnel 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. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

- Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
- Student's observance of a religious holiday;
- Death in the student's family or other emergency beyond the control of the student's family;
- Mandated court appearances (documentation required);
- The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required)
- Extraordinary educational opportunities are pre-approved by District administration and are in accordance with Connecticut State Department of Education guidance.

The school monitors student attendance and works closely with families to ensure regular and prompt student attendance. In addition, our educational team can provide families with a variety of resources to assist with attendance and home to school transition as needed.