

## **Guidance for NBHS parents and guardians regarding student attendance to school and to class**

Attendance at school is absolutely critical for student success. The state of Connecticut has provided schools with very clear definitions for “excused” and “unexcused” absences. Written below are those definitions and some potential impacts of unexcused absences on students at New Britain High School.

### **Absent from school**

**Excused absences:** Per state statute, the first nine absences in a school year can be excused for any reason the parent or guardian may provide. However, for the absences to be considered excused, parents must communicate with their child’s house office (either with a signed written note or a phone call) within ten days of the absence.

For every absence thereafter (10 or more days), absences will be excused only if one of the following conditions are met:

1. student illness (a formal note from a medical provider is required, regardless of the length of absence)
2. student’s observance of a religious holiday
3. death in the student’s family or other emergency beyond the control of the student’s family
4. mandated court appearances (court documentation required)
5. lack of transportation that is normally provided by the school district (no parental documentation is required for this reason)
6. extraordinary educational opportunities that must be *pre-approved* by your child’s associate principal.

Important note: the nine (9) excused absences must be attributed to the first absences that occur during the school year. Excused absences may not be “saved” to use later in the school year. For example, if a student misses ten days of school and then the family travels out-of-state for a five-day vacation, those five absences are considered unexcused.

**Unexcused absences:** all other absences that do not meet the criteria listed above are considered unexcused.

### **Absent from class**

In a large comprehensive high school such as NBHS, with a multitude of services and activities, students will occasionally miss class in order to engage in other opportunities. It is critically important that students present a pass to their teacher for any class that is missed. Failure to present such a pass will be considered by teachers as a class cut and will be considered an unexcused absence from class.

### **Impact of unexcused absences**

Students who are absent from school or from class without an excuse will encounter the following

- 1) Students may not submit assignments for a formal grade for any class on a day that they are identified as having an unexcused absence.
- 2) Students who have four or more unexcused absences from school in a month or ten or more unexcused absences from school in a school year are considered to be “truant”.
  - a. Truant students may lose the ability to participate in extra-curricular clubs, activities and athletics teams.
  - b. Truant students may lose the privilege of attending school social events such as proms and dances.
- 3) Persistent truancy may result in a referral to a community or state agency.

If you have any questions regarding attendance issues or require additional support in maintaining your child's consistent attendance to school, please contact their school counselor, house office, one of our Family School Liaisons or their associate principal for assistance.