

ATTENDANCE AND TRUANCY POLICY
Great Oaks Charter School, Bridgeport

The attendance policy is designed to help our school community understand the benefits of regular attendance and significantly emphasizes consistent attendance. Great Oaks Charter School, Bridgeport (GOBPT) strongly supports the research that shows attendance improves students' opportunities for academic growth and success and is a predictor of academic success. Regular attendance also develops responsibility, discipline, and good work habits.

Expectations

Students are expected to attend school and arrive on time every day that classes are scheduled. GOBPTs attendance expectations for Middle School are:

- 90% Attendance or higher for the school year (less than 18 absences in a school year)
- Less than eight (8) unexcused absences for the academic year.

Scholars are expected to attend school and arrive on time every day that classes are scheduled. GOBPTs attendance expectations for High School:

- 90% Attendance or higher for the school year (less than 18 absences in a school year)
- Less than eight (8) unexcused absences for the academic year.
- No more than six (6) absences from any course in a trimester.

Attendance Defined

The Connecticut State Board of Education states, A student is to be "in attendance" if present at their assigned school or an activity sponsored by the school for at least half of the regular school day. A student who is serving an out-of-school suspension should always be considered absent.

Students dependent on District provided transportation will be excused from school, without it being considered an absence, if the bus company has canceled transportation for mechanical, weather-related, or other stated reasons.

Students dependent on public transportation will be excused from school without being considered absent if the City of Bridgeport has canceled a bus route through their transportation office for mechanical, weather-related, or other stated reasons.

Attendance and Seat Time Requirements (High School)

Connecticut State guidelines for High School credit require students to obtain passing grades and be in class for a designated period to qualify for earned credit. Students that miss more than six (6) classes in a trimester are at risk of needing to repeat a class to earn credit. To avoid potential credit loss, the administration will take the following steps:

- Inform parents when credit is at risk for a specific course
- Work with families to develop a recovery plan for time missed from class(es)
- Work with the student to provide opportunities for recovery and to be successful with

the plan created

- Review the progress of the student with the family and student to determine if credit can be awarded to the student

Excused Absences

An excused absence is communicated to the school through a note, an in-person meeting, or a school nurse evaluation of the student. Parents may excuse up to nine (9) absences for any reason the parent approves. For any absences to be considered excused after nine (absences 10+), the parent must provide one of the following reasons:

- Student illness, verified by an appropriate licensed medical professional, regardless of the length of illness
- Student's observance of a religious holiday
- Death in a child's family or other emergencies beyond the control of the student's family
- Mandated court appearance
- Extraordinary educational opportunities approved by the administration

Required Documentation for an Excused Absence:

Absence Note: An absent note must be received by the school and contain the dates of the absence, the reason for absence, and have the signature of the parent or guardian

In-Person/Video Communication: A parent may check in with the front office, nurse, or administrator and communicate the dates and reason for the absence in place of a note. The staff member receiving the report must make a note with the reason stated and sign the note as proof of communication.

Administrative Excused Absence: Administrators may excuse a student's absence through a note for unique conditions as discussed with the Executive Director regarding individual circumstances for the student, approved by the Executive Director through signature.

School Nurse Evaluation: The school nurse will follow the local department of health codes concerning the mandatory length of time for students to remain out of school for symptoms or illness if evaluated in their office. A note must be provided to the main office containing the student's name, parent contact confirmation, the reason for absence, the date, and the nurse's signature.

Medical Note: A note from a doctor, clinic, or other health-related service indicating that the student was seen on a specific date and the length of time the student has been instructed to remain out of school.

Unexcused Absences

An unexcused absence is any absence that does not entail school notification by the parent (absences 1-9) or any documentation for an approved reason listed for an excused absence (absences 10+). Students accumulating more than four (4) unexcused absences in a month or

over ten (10) unexcused absences for a school year will be considered “truant.”

Truancy

Truant students are defined as students who are chronically absent (over 18 days absent) for consecutive years or have four (4) unexcused absences in a month or ten (10) unexcused absences for a school year. When a student is defined as truant, GOBPT will take the following support actions for the student and family:

- Develop a clear support plan in conjunction with the family to support the student’s attendance that will include documentation of improvement and parent contact
- Include options for families with community partner resources to reduce obstructions to student attendance
- Refer to support services for families as needed