

# Ellington Middle School Supports Good Attendance

We believe that interactions between students, their peers, and teachers are an essential part of education. Classroom attendance is an integral part of a student's course of study and any time lost from class is irretrievable in terms of opportunity for class participation. We believe that daily attendance in school and class is essential to student success in school and beyond. Ellington Middle School supports good attendance.

## Student Responsibilities:

- ✓ Prepare for school the night before to avoid being tardy to school.\*
- ✓ Arrive at the bus stop at least 5 minutes before scheduled bus pick up time.
- ✓ Arrive at school prepared with all completed assignments and supplies.
- ✓ Actively seek missed work/assignments by asking all teachers before or upon return from an absence.
- ✓ Complete and submit missing work in a timely manner.
- ✓ Seek extra help from teachers (*before school, after school, during X-Block*) when needed to gain understanding of missed concepts or assignments.

## Parent/Guardian Responsibilities:

- ✓ Ensure that your student arrives to school on time (7:35 am).
- ✓ Contact the Nurse's Office (860-896-2344 or hburnslucas@ellingtonschools.net) to report absences.
- ✓ Request assignments for an extended absence (3 days or more) by contacting the Main Office (860-896-2339 or cjones@ellingtonschools.net) as early as possible.
- ✓ Actively support and monitor your child's work completion while they are out for an extended absence.
- ✓ Schedule appointments outside of the school day when possible.
- ✓ Schedule family vacations during school vacations.
- ✓ Actively assist students in arranging transportation/time for extra support opportunities before of after school.

## School/Teacher Responsibilities:

- ✓ Notify parents if a student is not in school.
- ✓ Actively monitor and record student attendance and tardiness.
- ✓ Consistently enforce State, Local, District, and School Policy\*\* with regard to attendance and tardiness.
- ✓ Respond to parent requests to provide advance work for anticipated long-term absences (3 days or more).
- ✓ Provide reasonable time and support for students to make up work due to absence from school.
- ✓ Provide additional time for support (*before school, after school, during X-Block*) to ensure understanding of missed concepts and assignments.

**SCHOOL ATTENDANCE LAW:** Connecticut Statutes (sec. 10-184) requires that each parent or other person having primary physical care of a child seven years of age and over and under sixteen years of age shall cause such a child to attend a public day school regularly during the hours and terms the public school is in session...Responsibility is placed upon parents (CSG-10—184) to see to the regular attendance of each child. Parents shall limit vacations to the scheduled school vacations and shall notify the school in writing when there is an excused absence.

**\*Tardiness:** The tardy bell rings at 7:42 a.m. Any student arriving after this time is considered tardy and must report to the office to receive a pass to class. Excessive tardiness has an adverse affect upon the educational progress, it is disruptive to other classes and student assignments and instruction are missed. Any student tardy more than three (3) times in any trimester will earn an office detention for each subsequent tardy and may have a loss of after school privileges, i.e., dances, athletics. Office detentions are served each Tuesday and Thursday from 2:30 p.m. to 3:30 p.m.

**\*\*Ellington Board of Education Policy regarding unexcused absences:** An unexcused absence is one in which the student is absent for reasons other than those listed as legitimate. The school shall recognize a student's absences from school although the parents or guardians may condone it. Family vacations, trips, etc., are examples of unexcused absences that, while condoned by the parents or guardians, may not be recognized as special activity and may be considered unexcused absences.

\*\*Additional information regarding attendance may be found in the EMS Student Handbook and on the Ellington Public School Website.