

Milton Town School District

Procedure

F25P: MILTON TOWN SCHOOL DISTRICT TRUANCY PREVENTION/ ATTENDANCE PROCEDURES

Responsibilities:

Parent/Guardians: Will notify the school, in writing, in advance of a student's absence, whenever possible.

School Principal and/or designee: Shall be notified daily of student absences. Shall determine if it is a valid absence, and attempt to contact a parent or guardian by telephone to confirm the cause of absence. However, it is the parent/guardian's responsibility to notify the school in advance if the student is going to be absent. An absence will be considered unexcused unless the school hears from the parent. Inability by the school's principal and/or his/her designee to reach the parent does not alter the absence being unexcused.

School: Shall annually document the cumulative absences on each student, as the number of absences will determine the thresholds for intervention as described in these procedures.

5 Days Absent:

After 5 cumulative absences during a school year, reasonable attempts will be made to make telephone or personal contact with the parent/guardian to talk about excessive absences. If appropriate, support services shall be offered (e.g. social work, guidance, student assistance program services). This contact will be followed up with a letter outlining the consequences for further absences and a warning of the possible prosecution for truancy. If telephone or personal contact is not made, the letter will still be sent to the parents/guardians. The Attendance Secretary will maintain documentation of all contacts about absences for each student. Such documentation may be used to support any filings concerning truancy, child in needs of care and supervision, or other matters.

10 Days Absent:

After 10 cumulative absences during a school year, the building administrator will make contact with the parents/guardians to inquire about the excessive absences. If appropriate, support services shall be offered (e.g. social work, guidance, student assistance program services). The parent/guardian will be reminded of the consequences for further absences and the warning of the possible prosecution for truancy. This contact shall be documented and put in the student's truancy file.

15 Days Absent:

After 15 total absences during a school year, the building administrator will require that the parent/guardian attend a school conference attended by representatives from the school, including school resource officers where appropriate.

The conference may also be attended by the Chittenden County's State's Attorney's Office, SRS, and other appropriate community or independent resources as deemed appropriate by the school. This meeting may be facilitated by an independent/neutral person. The student's

absences will be discussed and a plan that may include supportive services such as prevention, diagnostic, intervention, and remedial services, alternative programs, and other school and community resources will be developed for ensuring the student's future attendance. A person will be identified who will follow-up with the family and student as to any problems they have following through on the plan as outlined. The conference shall be followed up by a letter which outlines the plan agreed to for the student and of the action to be taken if the student has subsequent absences as outlined in these procedures. A copy of the letter will also be sent to the Superintendent of Schools.

Parent/ Guardian do not attend the 15-day meeting:

If the parent/guardian fails to attend the conference, the school resource officer or other school personnel will make a home visit or other contact with the parent/guardian.

If the school resource officer or other school personnel determines that there was no valid reason for missing the conference, an affidavit regarding the absences may be immediately filed by the school with the Chittenden County State Attorney's Office. The Chittenden County State's Attorney can pursue the matter as truancy or as a child in need of care and supervision.

20 Days Absent:

After 20 total absences during any school year but before 30 absences, the school will, at its discretion, file an affidavit concerning the absences with the Chittenden County's State's Attorney's Office. The building administrator will notify the parent/guardian that the filing has been made with the Chittenden County State's Attorney's Office and the possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision.

The court could determine that the child is in need of care or supervision potentially resulting in loss of custody as the most serious consequence.