

**STUDENTS**

**Truancy**

The Board of Education believes that regular school attendance is essential to the academic success of students. Furthermore, the Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. Therefore, it is the policy of the Board of Education to monitor school attendance so as to identify students who are truant or habitually truant, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

Policy Adopted: September 25, 1991

Policy Reviewed: January 25, 2011

## STUDENTS

### Procedures for Monitoring Truancy

In accordance with the Truancy Policy of the Board of Education, the following procedures are hereby adopted.

For purposes of these procedures, “truant” means a child enrolled in a grade from kindergarten to eight who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year. A “habitual truant” means any such child who has twenty (20) unexcused absences within a school year. “Parent” means the parent, guardian or other person having control of a child.

Excused absences are limited to the following:

- student illness
- serious illness or death in family
- religious observances
- court appearances
- approved college or employment visits
- suspension from school
- other exceptional circumstances approved by administrator

Absences for reasons other than the above will be considered an unexcused absence.

1. When a student is identified as a truant, the Superintendent or his designee will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate by the Superintendent or his designee. The meeting will occur not later than ten (10) school days after the child’s fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.
2. The Superintendent or his designee shall coordinate services with and referrals of children to community agencies providing child and family services.
3. The parents of each child enrolled in a grade from kindergarten to eight will be notified in writing annually at the beginning of the school year of their statutory obligation to insure that their child attends school. Parents of children enrolling during the school year will be similarly notified.
4. When parents are notified in accordance with paragraph 3 above, they will be asked to provide the principal of the school in which their child is enrolled with a telephone number or some other means of contacting them during the school day.

5. Parents of children enrolled in a grade from kindergarten to eight will be informed by the school principal or his designee that it is their responsibility to contact the school office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received by the parent, the school principal will designate a staff member who will make a reasonable effort to notify, by telephone, the parent of the child's absence. Under Connecticut General Statutes 10-198(a), persons who, in good faith, gave or failed to give notice pursuant to this paragraph (5) shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any official proceeding which results from such notice or failure to give such notice.

6. Prior to a written complaint to Superior Court for Juvenile Matters for "habitual truancy" (20 unexcused absences in a school year), a referral will be made to the Planning and Placement Team (PPT) to determine whether or not an educational evaluation is appropriate.

7. If the Superintendent determines that further assistance is required for a truant child and his family, he may file a written complaint with the Superior Court pursuant to Connecticut General Statutes (State Statutes 46B-149), alleging that the acts or omissions of the child are such that his family is a family with service needs. When a child has been identified as a habitual truant, a written complaint pursuant to State Statutes 46b-149 shall be filed.

8. After the close of each school year, the Superintendent shall report to the State Department of Education on a school-by-school basis the number of children enrolled in a grade from kindergarten to eight who are habitual truants.

Legal References:     Public Act No. 91-303  
                              Connecticut General Statutes 10-198a  
                              Connecticut General Statutes 46b-149

Regulation Adopted: September 25, 1991

Regulation Revised: February 24, 1993

Regulation Reviewed: January 25, 2011