

Students

Tuancy

The Milford Board of Education recognizes that good attendance has a positive impact on the student's adult life. Students who developed the habit of good attendance will more likely be employed, have a wholesome respect for social institutions, and make positive contributions to the community.

The Board is aware that students who are truant (habitually miss school or class time) develop a pattern which has a long term negative impact on their lives. These students deprive themselves of learning the skills necessary for success in school and in life. They are a lot less likely to be gainfully employed. When students are habitually absent from school, they divert school personnel resources from other more worthy behavior which causes problems for the individual and the community.

Board policy with respect to unexcused absences stresses early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students exhibiting truancy behavior. Only when all local resources are exhausted is referral to legal authorities recommended. School personnel, wherever possible and as much as possible, will seek cooperation from parents and assist parents in remedying and preventing truancy.

Definitions

"Truant" in accordance with Connecticut General Statutes, Public Act 91-303, a student enrolled in grades K-12 (*through age 17*) is truant when he/she has from (4) unexcused absences in one month or ten (10) unexcused absences in any school year. A student will be considered truant when he/she is absent from school and there has been no attempt to communicate a reason for the absence or when absences are recurrent and patterned.

"Habitual Truant" is any child who has twenty (20) unexcused absences within a school year.

Youth In Crisis

"Youth In Crisis" is any student over sixteen and through seventeen years old who has run away from the parent's home without cause, is beyond control of the parents or guardians, or has four unexcused absences in any one month or ten unexcused absences in any school year. The court is permitted to enter orders prohibiting the youth from driving, requiring work or community services, mandating attendance at an educational program and requiring mental health services.

The mandatory school age has been increased to age 18, while allowing students to drop out of school at age 16 with written parental permission.

"Excused Absence" for the purpose of determining truancy, an unexcused absence shall be one in which there has been no communication from the parent or guardian as to the reason for the absence, or there has been no reasonable explanation provided by the parent or guardian for the absence as excused absence is defined in Board policy 5113.

5113.2(b)

The following will be considered a reasonable explanation for an absence:

- Illness (confirmed by parent's note or, if requested or required, doctor's note);
- Death in the family;
- Visit to nurse with administrative/nurse discretion;
- Religious observation;
- School-sponsored activities;
- Court appearance;
- School suspension;
- Family emergency.

Legal Reference: Connecticut General Statutes

10-198(a) through 10-200 Attendance, truancy in general.

10-221 Board of education to prescribe rules

Public Act. 00-0127: Act Concerning the Mandatory School Age

Public Act 00-177: Act Concerning Youth In Crisis

Policy adopted: January 1, 1992
Policy revised: June 14, 1993
2nd Revision Proposed: June 11, 2002
2nd Revision Approved: July 9, 2002

MILFORD PUBLIC SCHOOLS
Milford, Connecticut

5113.2(c)

Students

Truancy Regulations

In an effort to monitor attendance and reduce truancy, the procedures will outline the process to be followed when a student begins to exhibit behavior which could lead to truancy. For this regulation a "truant" means a student who has four unexcused absences in one month, or ten unexcused absences in one year. A "habitual truant" means any such child who has 20 unexcused absences within a school year.

The school administration will make a concentrated effort to prevent and remedy truancy in its early stages for students who are found to be truant.

I. Procedures for Monitoring Truancy to Age 16

1. All parents of K to Age 16 students must be notified annually at the beginning of the school year (or upon registration) of their obligation to assure the child's attendance at school.
2. Parents will be required to complete emergency cards which contain the telephone numbers for the parents/guardian.
3. A system has been developed to monitor individual, unexcused absences of children in grade kindergarten to age 16. If a child fails to report on a regularly scheduled school day and no indication has been received by school personnel that the child's parent/guardian is aware of the student's absence, school personnel will make a reasonable effort to notify by telephone the parent/guardian of such child.
4. A documented meeting will be held not later than ten (10) days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year. At such a meeting the parent and appropriate school personnel will review and evaluate the reason for the child's absence. If it is determined that the child is truant, strategies will be developed which will include a physicians note to excuse future absences, referral to Child Study Team or Student Assistance Team and review of community services available to the family.
5. When a student has twenty (20) unexcused absences within a school year, he/she will be considered a habitual truant. A PPT will be held to determine whether or not any evaluations are appropriate. A Family with Service Needs (FWSN) referral must be made pursuant to section 46B-149 by the Superintendent of Schools.

6. The schools must report annually to the State Education Department on a school by school basis the number of children enrolled in grades K to age 16 who are habitual truants.

5113.2(d)

Students

Truancy Regulations

7. Teacher Responsibilities

- Keep an accurate record of student absences.
- Notify principal of all student absences.

8. Principal Responsibilities

- Principal or his/her designee will determine when a child has four (4) unexcused absences in a month and/or ten (10) unexcused absences in a year OR of a habitual truant, i.e., twenty (20) unexcused absences within a school year.

9. Counselor/Support Personnel Responsibilities

- To arrange meetings with parents and appropriate school personnel after four (4) unexcused absences in a month or ten (10) unexcused absences in a year.
- To document the meetings and plans developed during the meeting.
- The minutes of the meetings should be filed with the principal.
- A REFERRAL TO THE PLANNING AND PLACEMENT TEAM will be made after ten (10) unexcused absences in a year. A meeting will be scheduled to help determine the reason for the unexcused absences and whether or not an educational evaluation is appropriate.
- To complete a FAMILY WITH SERVICE NEEDS (FWSN) referral after twenty (20) unexcused absences in a year and send to the Director of Pupil Personnel Services.
 - Documentation of initial parent conference after four (4) unexcused absences in a month and prior to ten (10) unexcused absences in a year.

- Documentation of service coordination with referral of child to community agency providing child with family services.
- Documentation of Planning and Placement Team meeting after ten (10) unexcused absences in a year.
- Attendance Report.
- The Superintendent will file a written complaint with the Superior Court, Juvenile Matters, for a Family With Service Needs (FWSN) whenever a student is TRUANT.

5113.2(e)

Students

Truancy Regulations

10. Director of Pupil Personnel Responsibilities

- To review Family With Service Needs (FWSN) referral.
- To forward Family With Service Needs (FWSN) referral to Superintendent for signature.
- After the Family With Service Needs (FWSN) referral is signed by the Superintendent, the form is submitted to juvenile court at a regular scheduled meeting.

II. Procedures for Monitoring Truancy Ages 16 through 17

1. All parents of 16 through 17 year old students must be notified annually at the beginning of the school year (or upon registration) of their obligation to assure the student's attendance at school.
2. Parents will be required to complete emergency cards which contain the telephone numbers for the parents/guardians.
3. A system has been developed to monitor individual, unexcused absences of students ages 16-18. If a student fails to report on a regularly scheduled school day and no indication has been received by school personnel that the student's parent/guardian is aware of the student's absence, school personnel will make a reasonable effort to notify by telephone the parent/guardian of such child.
4. When the student has four unexcused absences from school in any one month or ten unexcused absences in any school year, he/she will be considered a youth in crisis. A Compliant Youth In Crisis (YIC) referral must be made pursuant to section 46b-120; 46b-121; 46b-150f by the Superintendent of Schools.

5. Teacher Responsibilities:

- Keep an accurate record of student absences.
- Notify principal of all student absences.

6. Principal Responsibilities:

- Principal or his/her designee will determine when a student has four (4) unexcused absences in a month or ten (10) unexcused absences in a school year.
- To complete a Complaint Youth In Crisis (YIC) referral after four (4) unexcused absences in a month or ten (10) unexcused absences in a year and send to the Director of Pupil Personnel Services.

5113.2(f)

Students

Truancy Regulations

- Attendance Report
- The Superintendent will file a written complaint with the Superior Court, Juvenile Matters, for a Complaint Youth In Crisis (YIC) whenever a student is IN CRISIS.

7. Director of Pupil Personnel Responsibilities

- To review Compliant Youth In Crisis (YIC) referral.
- To forward Complaint Youth In Crisis (YIC) referral to Superintendent for signature.
- After Complaint Youth In Crisis (YIC) referral is signed by the Superintendent, the form is submitted to juvenile court at a regular scheduled meeting.

Legal Reference: Connecticut General Statutes

10-198a through 10-200 Attendance, truancy in general.

Public Act 00-157

Public Act 00-177

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