

SALEM SCHOOL DISTRICT
Salem, CT

STUDENTS

TRUANCY

A. Definitions

1. "Student" – A student enrolled in grades kindergarten through grade eight in Salem School.
2. "Unexcused absence" – Any absence from an entire regularly scheduled school day for which is not excused as defined below.
3. "Excused absence" – An absence from a regularly scheduled school day for:
 - a) Reasons of health, including illness or injury. The district requires a physician's note for absences in excess of five consecutive days. The Superintendent/or designee may review an individual case before the five-day period.
 - b) Religious holidays.
 - c) Death in immediate family.
 - d) Limited absences from school for emergency or other exceptional circumstance, subject to the approval of the Superintendent.
4. "Truant" – Any student who has four unexcused absences from school in any one month or ten unexcused absences from school in any school year.
5. "Habitual truant" – Any student who has 20 unexcused absences within a school year.

B. Attendance Monitoring

Whenever a student is absent, a parent or other person having control of the student must notify the school prior to 9:00 a.m. on the day of the absence. A note from the responsible person must be brought to the school by the student upon his/her return to school that explains the reason for the absence, even if telephone contact had been made. Whenever a student fails to report to school on a regularly scheduled school day and the parent or other persons having control of the student does not contact the school by 9:00 a.m., school personnel shall make a reasonable effort to notify such parent or such other person by telephone as soon as possible thereafter. Such efforts shall include at least three attempts to reach the telephone number provided by such parent or such other

person. These attempts shall be logged on a form provided by the Superintendent of Schools.

The determination of whether an absence is excused will be made by the Principal or his/her designee. Parents or other persons having control of the student may appeal that decision to the Superintendent of Schools or his/her designee, whose decision shall be final.

C. Attendance Reporting

The Salem School shall maintain a record of individual unexcused absences for students. At the end of each school year, the Superintendent shall report to the State Department of Education the number of children in kindergarten through eighth grade who are habitual truants.

D. Student Responsibilities

The student is responsible for regular attendance in all his/her classes so that he/she may benefit from continuity of instruction, sequential presentation of material, class interaction, and learn self-discipline and responsibility.

E. School Responsibilities

1. 1 to 10 unexcused absences:

- Classroom/homeroom teacher will contact parents to discuss reasons for non-attendance and will suggest ways to improve attendance.
- Teacher continues to monitor attendance.
- Superintendent/Principal or designee, teacher, guidance counselor or psychologist, and parent meet to discuss problem when a student becomes a truant (four unexcused absences in a month or ten in a school year). This meeting will be held no later than ten school days after student becomes a truant. Should such parent or other person decline to attend the meeting, the facts shall be documented and the meeting shall be held (per Connecticut General Statutes).

2. 10 to 15 unexcused absences:

- School send letter to parent. (See Appendix C)
- Case manager (appointed by Superintendent/Principal or designee) contacts family.
- Strategies are discussed, implemented and evaluated.
- Referral to Planning and Placement Team (PPT).

3. 15 to 20 unexcused absences:

- Convene PPT with consideration given to several options:
 - a. Continued school-based interventions.
 - b. Referral to community child and family agencies.
 - c. Referral to Division of Children and Families.
 - d. File Family with Service Needs complaint.

4. 20 or more unexcused absences (habitual truant):
 - PPT will be convened to document the filing of a Family With Service Needs complaint and to determine whether or not formal evaluations are needed in a situation where the student is suspected of having a serious handicapping condition.
 - When a student is a habitual truant, the Superintendent shall file a written complaint with the Superior Court pursuant to Connecticut General Statute 46b-149 alleging the belief that the acts or omissions of the child are such that his or her family is a family with service needs.
 - Such a complaint will be referred to a probation officer by the court. The probation officer may determine whether the complaint is sufficient to meet the needs of a family with service needs. If so, the probation officer may refer the matter to a community-based or other service procedures or file a petition with the court.
 - If the probation officer determines that the allegations of the complaints do not appear to be true, or that the student's family does not appear to meet the definition of a family with service needs, the law requires that the probation officer notify the Superintendent that he/she does not intend to file the petition with the court.
 - Upon receipt of such notification, the Superintendent may file a petition with the court alleging that the family constitutes a family with service needs. Such a petition shall include (1) a brief statement explaining that the child is a habitual truant, (2) the basis for that finding, (3) the name, date of birth, sex and residence of the student, (4) the name and residence of his or her parent(s), guardian(s) or other person(s) having control of him/her and (5) a request for appropriate action by the court.
 - The Superintendent or his/her designee shall coordinate the provision of any services which the court may order the District to provide to such students, which services may include summer school.
5. When a student returns to school, the Assistant Principal or designee, teacher, case manager and parent will meet to discuss the results of curriculum-based assessment and other relevant material and develop strategies to support a successful school experience.
6. The Director of Special Programs (or other appropriate person) shall coordinate services with and referral of truants and habitual truants to community agencies providing chills and family services.

Procedures Adopted: June 4, 1992

Procedures Revised: June 14, 1994

Revised Procedures 1st Reading: March 31, 2008

Revised Procedures Adopted: July 14, 2008

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SALEM SCHOOL DISTRICT
Salem, CT

LOG OF TELEPHONE CALLS REGARDING UNEXCUSED ABSENCE*

Date: _____

Student Name: _____

Number Called: _____

<u>Number Call</u>	<u>Time of Call</u>			
1	_____	Busy ()	No Answer ()	Parent Response: _____
2	_____	Busy ()	No Answer ()	Parent Response: _____
3	_____	Busy ()	No Answer ()	Parent Response: _____
4	No contact made; letter sent _____ . (Appendix B) (Date)			
5	Visitation _____ *			

*Optional

SALEM SCHOOL DISTRICT
Salem, CT

Date: _____

Student: _____ Date Absent: _____

Dear _____:

School personnel were unable to make contact with you this morning regarding your child's absence from school. It is essential that we establish communication on this issue. Please call the attendance office, at 859-0267, upon receipt of this letter. Thank you.

Sincerely,

SALEM SCHOOL DISTRICT
SALEM, CONNECTICUT

STUDENTS

TRUANCY

SAMPLE LETTER FOR DAYS ABSENT/TARDY

Date

Parent Name

Address

Salem, CT 06420

RE: Student Name/ Days <Absent/Tardy>

The Salem Board of Education Policy on Truancy (5113), found on pages ___ - ___ in the Student Handbook, emphasizes that regular attendance in school is essential to the educational process. "Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction".

Below is a report for your review.

From <Dates>, your son/daughter, <Name of student>, has had <# tardies/absences>, on the following dates: (list of dates)

We understand that different circumstances impact student attendance on a daily basis. However, regular attendance is required to help ensure student success, and would appreciate your help in improving student's attendance.

If we can provide additional information or be of further assistance, please contact Mrs. Bartron, School Counselor, at 859-0267, extension 3153.

Sincerely,

Principal

cc: Student file, nurse, team/teacher

**COMPLAINT - SCHOOL TRUANCY/DEFIANCE
FAMILY WITH SERVICE NEEDS**

JD-JM-119 Rev. 10-07
C.G.S. §§ 46b-120, 149, 10-198a, 10-200

STATE OF CONNECTICUT
SUPERIOR COURT
JUVENILE MATTERS



ADDRESS OF COURT					DOCKET NO		
NAME OF CHILD		ADDRESS OF CHILD		GRADE	SEX	DATE OF BIRTH	INDIAN TRIBE/RESERVATION, IF ANY
NAME OF MOTHER			ADDRESS OF MOTHER				
NAME OF FATHER			ADDRESS OF FATHER				
NAME OF GUARDIAN, IF ANY			ADDRESS OF GUARDIAN				
MOTHER'S HOME TEL.	MOTHER'S WORK TEL.	FATHER'S HOME TEL.	FATHER'S WORK TEL.	GUARDIAN'S HOME TEL.	GUARDIAN'S WORK TEL.		
NAME OF COMPLAINANT			ADDRESS OF COMPLAINANT				
NAME OF SCHOOL AND CONTACT PERSON AT SCHOOL					TELEPHONE	FAX NO	

A family with service needs complaint may be filed only after the school has exhausted all available options to rectify the problem.

A complaint may be found insufficient if it does not include the following as required by state law including but not limited to C.G.S. Sec. 10-198a:

- A meeting was held with the parent of the child who is truant and appropriate school personnel reviewed and evaluated the reasons for the child being truant and such meeting was held not later than ten school days after the child's fourth unexcused absence in a month or the tenth unexcused absence in a school year.
- Coordination of services and referrals for said child were made to community agencies providing child and family services.
- Parent was annually at the beginning of the school year and upon any enrollment during the school year, informed in writing of the obligations of the parent or such other person pursuant to C.G.S. Sec. 10-184.
- Reasonable efforts to notify, by telephone, the parent or such other person were made by school personnel whenever said child failed to report to school on a regularly scheduled school day and no indication was received by school personnel that the child's parent or other person having control of the child was aware of the pupil's absence.

If records are incomplete or do not exist please attach an explanation for the Court.

TYPE OF REFERRAL

THE ABOVE FAMILY IS A FAMILY WITH SERVICE NEEDS BECAUSE IT INCLUDES A CHILD WHO IS (PLACE AN "X" IN THE APPROPRIATE BOX(ES)):

- TRUANT** (Four (4) unexcused absences in one month or Ten (10) unexcused absences in a school year)
- HABITUALLY TRUANT** (Twenty (20) unexcused absences in a school year)
- DEFIANT** (Continuously and overtly defiant of school rules and regulations)

ATTENDANCE

LIST SPECIFIC DATES OF UNEXCUSED ABSENCES IN THE SPACE BELOW. DO NOT JUST REFERENCE THE INCLUDED ATTENDANCE REPORT IN THIS SECTION.

BEHAVIOR

IF THIS REFERRAL IS BASED ON THE CHILD'S IN-SCHOOL CONDUCT RATHER THAN TRUANCY, PROVIDE DOCUMENTATION THAT THE CHILD HAS BEEN CONTINUOUSLY AND OVERTLY DEFIANT OF SCHOOL RULES AND REGULATIONS. THERE MUST BE A PATTERN OF DEFIANCE OVER TIME. A SINGLE INCIDENT IS NOT SUFFICIENT TO ESTABLISH THAT A CHILD IS DEFIANT OF SCHOOL RULES. *(List all dates and description of behavior)*

LIST DATE(S) OF MEETING(S) WITH PARENT(S): _____

Parent or guardian failed to attend meeting(s) on _____ or otherwise failed to cooperate with the school in attempting to solve the truancy problem.

Community Services attempted on: _____

Has the parent/guardian been notified of the filing of this complaint? Yes No

SIGNED <i>(Superintendent of School, only)</i>	PRINT OR TYPE NAME OF PERSON SIGNING	DATE SIGNED
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