

Windsor County Truancy Protocol

Staying in school is the first step to a good education. Part of our commitment as a school community is to promote and foster successful learners. Absences from school affect a student's ability to learn and succeed. Early and appropriate intervention is essential.

**Tardies and Early Dismissals each equal 1/10 of an absence for the purpose of this protocol. If a student accumulates ten Tardies or Early Dismissals, that shall be considered one absence for the purpose of this protocol.*

LEVEL 1

Student Has **5 or more absences* in a 12 month period** or a pattern of absences* that result in significant gaps in attendance

Interventions Include:

- School Administrator or Designee Contacts Parent/Guardian by phone
- School Administrator/Designee sends Letter 1, Email, Text, and/or other communication re: concerns
- Referrals or Support Services Offered to Parent / Guardian - Optional (see below)
- DCF Child Protection Team (CPT) Case Referral [*Hartford DCF only*]

Possible Resources / Supports

Guidance, Nurse, Teachers	School Based Clinicians	BARJ
School Resource Officers	HCRS/Clara Martin	Restorative Justice Centers
211 Resources	Primary Physician	DCF [<i>Hartford</i>]
The Family Place	Hartford Community Coalition	CPT

LEVEL 2

Student has a combination of **10 or more days absent* in a 12 month period** (including prior year or term) or if the student / parent refused to participate in Level 1

Interventions Include:

- School Administrator or Designee Contacts Parent/Guardian by phone
- Letter 2 Mailed Outlining Consequences For Further Absences Including Possible Law Enforcement
- Support Services Shall Be Offered to Parent / Guardian - (see Level 1)
- A Coordinated Service Plan Meeting may be called by the Administrator (includes DCF)

LEVEL 3

Student has combination of **15 or more total days absent* in a 12 month period** or if the parent / student refused participation in the previous levels of intervention

Interventions Include:

- School Administrator/Designee, Truancy Officer, or School Resource Officer (as defined by law) shall give written notice via mail, email, and/or text to parent / guardian and student outlining Consequences For Further Absences Including Possible Prosecution (Letter 3).
- Support Services Shall Be Offered to Parent / Guardian - (see Level 1)
- Referrals made as appropriate.
- If no Coordinated Service Plan (CSP) Meeting at Level 2, a CSP Meeting shall be called by the Administrator (includes DCF) and a written plan of action shall be developed.
- Administrator to Notify Superintendent (If not already done)
- Truancy Officer or School Resource Officer (as defined by law) *may* refer case to State's Attorney
- Administrator *shall* contact DCF (if not already done) and / or State's Attorney directly [*Hartford only.*]
- State's Attorney and/or DCF shall notify the parent and student that a truancy petition *may* be filed. [*Hartford only.*]

LEVEL 4

Student has **More than 20 days absent* in a 12 month period** or the student / parent failed to succeed in the preceding levels of intervention or failed to comply with the Written Plan

Interventions Include:

- Administrator *shall* Notify DCF and Superintendent that truancy status has been reached
- Affidavit *shall* be written by DCF or Truancy Officer
- State's Attorney *shall* file the appropriate CHINS petition with family court*

*DCF and the State's Attorney reserve the right to consider alternative interventions, including Diversion, BARJ, and/or RJC's, in addition to filing a petition with the court in exceptional circumstances.