

## **Students**

### **Truancy**

#### **Introduction and Definitions**

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused," "unexcused," and "disciplinary" absences. (See Policy 5113 for definitions of "excused" and "unexcused" absences).

**"Truant"** shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

**"In attendance"** shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

**"Chronically absent child"** is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

**"Absence"** means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S 10-198b. ~~or an in-school suspension that is greater than or equal to one-half of a school day.~~

**"Mental health wellness day"** means a school day during which a student attends to his/her emotional and psychological well-being in lieu of attending school. Such days must be nonconsecutive.

**"District chronic absenteeism rate"** means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

**"School chronic absenteeism rate"** means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

#### **Remediation of Truancy**

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The following outlines the school district's obligations under the district's truancy policy.

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.

## Students

### Truancy

#### Remediation of Truancy (Cont'd)

4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previously approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*

A required ~~mailed~~ notice must be sent to parents/guardians of students who are absent more than ~~ten-nine~~ days in a school year and/or have two unexcused absences in one month or five unexcused absences in a year. ~~(The letter will be sent at the time of the tenth (10<sup>th</sup>) absence regardless of whether the absences are excused or unexcused).~~ The purpose of this letter is to alert them of their child's attendance record and to reinforce the importance of regular attendance. A copy of the letter will be included in the student's cumulative file. This letter will serve to provide ongoing communication, support and action.

5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Identify a student as "chronically absent" when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.
7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.

Students so identified may be subject to:

- (a) Retention in the same grade/course to acquire necessary skills for promotion
  - (b) A requirement to complete a summer school program successfully before being promoted to the next grade.
8. ~~File a written complaint with the Superior Court and/or DCF, not later than fifteen calendar days after the failure of a parent/guardian to attend the meeting (item #6) or upon the failure to cooperate with the school attempting to solve the truancy problem, alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs", if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.~~

## **Students**

### **Truancy**

#### **Remediation of Truancy (Cont'd)**

98. When a petition is filed with the Superior Court and/or DCF, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
109. Provide coordination of services and refer “truants” to community agencies which provide child and family services.
110. If in existence, refer the child to the children’s probate court truancy clinic.

#### **Chronic Absenteeism**

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the District’s chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

In the calculation of the District’s chronic absenteeism rate and the school chronic absenteeism rate, a student’s engagement, in grades 9-12, in remote virtual learning shall be excluded if such engagement accounts for not less than one-half of the school day. In addition, the calculation of chronic absenteeism rates shall exclude absence resulting from a student taking a mental health day pursuant of P.A. 21-46.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy, and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups

such as race, ethnicity for free and reduced prices lunches, students whose primary language is no English, and student with disabilities. ~~-(SDE to develop by 1/1/16.~~

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

**Policy  
5113.2(d)**

## **Students**

### **Truancy**

#### **Chronic Absenteeism (Cont'd)**

The principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Legal Reference: Connecticut General Statutes  
10-184 Duties of parents. ~~(as amended by PA 98-243 and PA 00-157)~~  
10-198a Policies and procedures concerning truants ~~(as amended by PA 00-157, P.A. 11-136 and PA 21-46)~~  
10-199 through 10-202 Attendance, truancy in general. ~~(Revised, 1995, PA 95-304)~~  
45a-8c Truancy clinic. Administration. Policies and procedures. Report. ~~(as amended by PA 15-225)~~  
10-220(c) Duties of boards of education ~~(as amended by PA 15-225)~~  
10-202e-f Policy on dropout prevention and grant program.  
10-221(b) Board of education to prescribe rules. *Campbell v New Milford*, 193 Conn 93 (1984).  
PA 22-47 An Act Concerning Children's Mental Health  
*Action taken by the State Board of Education on January 2, 2008, to define "attendance."*  
*Action taken by the State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.*  
PA 15-225, An Act Concerning Chronic Absenteeism.

**Policy Adopted:** 8/6/97  
**Policy Revised:** 3/18/15  
**Policy Revised:** 11/18/15  
**Policy Revised:** 5-4-22

**GRANBY PUBLIC SCHOOLS  
Granby, CT**

**ADMINISTRATIVE REGULATIONS**  
**5113.2(a)**

## **Students**

### **Truancy**

#### **Notification**

A required mailed notice must be sent to parents/guardians of students who are absent more than ten days in a school year and/or have two unexcused absences in one month or five unexcused absences in a year. (The letter will be sent at this time of the tenth (10<sup>th</sup>) absence regardless of whether the absences are excused or unexcused). The purpose of this letter is to alert them of their child's attendance record and to reinforce the importance of regular attendance. A copy of the letter will be included in the student's cumulative file.

Information about the absences may be included in the letter e.g. attendance patterns on specific times of the year or days of the week, awareness of "extenuating circumstances, attendance patterns different from other years, etc.)

#### **Sample Letter**

Dear Parent/Guardian:

The Granby Public School System strongly encourages students to be in school. By law, students must be enrolled and regularly attend an educational setting approved by the local Board of Education. If a child does not attend, or has four (4) unexcused absences in a month or ten (10) unexcused absences in one year, he or she is "truant". The Board of Education Attendance Policy 5113 states the following:

The Board of Education recognizes that regular attendance in school is fundamental to a child's achievement. Instructional experiences that occur in school are meaningful and essential components of the learning process. Time lost from class is irretrievable. The Granby Public Schools require regular, daily attendance of all classes unless an appropriate excuse is received from parent or health care provider.

It is the responsibility of parents or guardians of all children between the ages of 5 - 18 (unless the parent has withheld their child from entry until age 6 or 7) to cause their children to attend school regularly and on time. School personnel shall act cooperatively with parents or guardians to support and assist them in this effort. The schools will make all reasonable efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

I am writing to you because we are concerned with your child's absences. Your child \_\_\_\_\_ has been absent \_\_\_\_\_ days since the beginning of the school year. Please let us know of any extenuating circumstances and/or ways in which we can support better school attendance. If you have any questions regarding this matter, please feel free to call me at \_\_\_\_\_.

Sincerely,

**ADMINISTRATIVE REGULATIONS**  
**5113.2(a)**

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**Sample Letter (Cont'd)**

I am writing to you because we are concerned with your child's absences. Your child \_\_\_\_\_ has been absent \_\_\_\_\_ days since the beginning of the school year. Please let us know of any extenuating circumstances and/or ways in which we can support better school attendance. If you have any questions regarding this matter, please feel free to call me at \_\_\_\_\_.

Sincerely,

**Regulation Adopted: 3/18/15**

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**Granby, CT**