

SOUTH BURLINGTON SCHOOL DISTRICT
TRUANCY PREVENTION AND ATTENDANCE PROCEDURES
ADMINISTRATIVE PROCEDURES

While the South Burlington School District does all it can to provide opportunities that engage students in learning, the law requires the District to ensure school attendance.

RESPONSIBILITIES

Parents/Guardians

Notify the school in advance of a student's absence, wherever possible.

School Principal

Shall attempt to contact a parent or guardian by telephone to confirm the cause of absence.

Shall document the cumulative absences on each student, as the number of absences will determine the thresholds for intervention as described in these procedures.

In most cases the process described below will be followed, however, the principal has discretion to modify the process when conditions warrant. Examples of exceptions include, but are not limited to, prolonged illness, family emergencies, and unique educational opportunities. Letters not sent home to parents will be filed in the students file with a reason why the letter was not sent.

FIVE (5) DAYS ABSENT

After 5 cumulative absences during any school year, the building administrator or designee shall make reasonable attempts to make telephone or personal contact with the parent/guardian to inquire about absences.

If appropriate, support services shall be offered (e.g. social clinician, guidance, student assistance program services).

This contact will be followed up with the 5-day absence form letter, which outlines the consequences for subsequent absences and the warning of the possible prosecution for truancy.

If telephone or personal contact is not successfully made, the 5-day absences letter will still be sent to the parents/guardians.

The building administrator or designee will maintain documentation, through the student management system, of all oral and written contacts regarding absences for each

student. Such documentation may be used to support any filings pertaining to truancy, child in needs of care and supervision, or other matters.

TEN (10) DAYS ABSENT

After 10 cumulative absences during any school year, the building administrator shall again make contact with the parents/guardians, preferably in person, to inquire about the absences.

If appropriate, support services shall be offered (e.g. social clinician, guidance, student assistance program services).

This contact will be followed up with the 10-day absence letter, which outlines the consequences for subsequent absences and the warning of the possible prosecution for truancy.

The parent/guardian must be reminded of the consequences for subsequent absences and the warning of the possible prosecution for truancy.

This contact shall be documented and put in the student's truancy file.

FIFTEEN (15) DAYS ABSENT

After 15 cumulative absences during any school year, the building administrator shall require that the parent/guardian attend a school conference attended by representatives from the school, including school resource officers where appropriate.

The Chittenden County's State's Attorney's Office, Vermont Department of Children and Families, and other appropriate community or independent resources as deemed appropriate may also attend the conference by the school. An independent/neutral person may facilitate this meeting.

The student's absences will be addressed and a plan that may include supportive services such as prevention, diagnostic, intervention, and remedial services, alternative programs and other school and community resources will be developed for ensuring the student's future attendance.

A person will be identified who will follow-up with the family and student as to any problems they have following through on the plan as outlined.

The conference shall be followed up by a 15-day absence letter, which outlines the plan to regularly attend school and the action to be taken for subsequent absences

PARENT/GUARDIAN DO NOT ATTEND FIFTEEN (15) DAY MEETING

If the parent/guardian fails to attend the conference, the school resource officer or other school personnel will make a home visit or other contact with the parent/guardian.

If the school resource officer or other school personnel determines that there was no valid reason for missing the conference, an affidavit regarding the absences will immediately be filed by the school with the Chittenden County State's Attorney's Office and a copy will be sent to the Superintendent of Schools.

TWENTY (20) OR MORE DAYS ABSENT

After 20 cumulative absences during any school year, but before 30 cumulative absences, the school will, at its discretion based on its dealings with the student and parents/guardian, file an affidavit concerning the absences with the Chittenden County's State's Attorney's Office.

This contact will be followed up with 20-day absence letter, which outlines the consequences for subsequent absences and the warning of the possible prosecution for truancy.

The building administrator shall notify the parent/guardian that the filing has been made with the Chittenden County State's Attorney's Office and the possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision.

The court could determine that the child is in need of care or supervision under 33 V.S.A. §§5517 and 5528 could potentially result in loss of custody as the most serious consequence.

REPORTS

At least monthly the superintendent and the principals will review absence data.

5 DAY LETTER

Dear **{insert parent name}**,

Our District attendance records indicate that your child has been absent five (5) days from school. Under Vermont Department of Education policy, the South Burlington School District must track attendance. The District's attendance procedures require that we notify you of student absences although you may have already discussed the absences with your child's school.

The District procedures require that we contact you after your child misses 5, 10, 15, and 20 days of school. After 15 absences, the school may invite you to attend a meeting to discuss ways to reduce future absences. If your child misses 20 or more days of school, the District could ask the Chittenden County State's Attorney to seek court action.

Our intent, and the intent of Vermont state law, is to ensure students are in school and learning. School attendance is critical for successful school performance.

As always, if you have any questions about your child's attendance or about these procedures, please call me at **{insert principals' or other contact person's phone number}**.

Sincerely,

{insert name}
{insert title}

pc: Classroom Teacher
Guidance
Student File

March 12, 2008

10 DAY LETTER

Dear **{insert parent name}**,

Our District attendance records indicate that your child has been absent ten (10) days from school. Under Vermont Department of Education policy, the South Burlington School District must track attendance. The District's attendance procedures require that we notify you of student absences although you may have already discussed the absences with your child's school.

The District procedures require that we contact you after your child misses 5, 10, 15, and 20 days of school. After 15 absences, the school may invite you to attend a meeting to discuss ways to reduce future absences. If your child misses 20 or more days of school, the District could ask the Chittenden County State's Attorney to seek court action.

Our intent, and the intent of Vermont state law, is to ensure students are in school and learning. School attendance is critical for successful school performance.

As always, if you have any questions about your child's attendance or about these procedures, please call me at **{insert principals' or other contact person's phone number}**.

Sincerely,

{insert name}
{insert title}

pc: Classroom Teacher
Guidance
Student File

15 DAY LETTER

Dear **{insert parent name}**,

As you know from previous contacts with the school, we are concerned about the number of days of school your child has missed this year. A school team has scheduled a meeting so they can work with you to identify the cause of these absences, discuss the impact of these absences on your child's education and, most importantly, devise a plan to improve your child's attendance at school.

Under Vermont Department of Education policy, the South Burlington School District must track attendance. The District's attendance procedures require that we notify you of student absences although you may have already discussed the absences with your child's school. The procedures also require for the school to hold a meeting after fifteen (15) absences. The meeting has been scheduled for **{insert date, time, and place in bold and underlined}**.

If you do not attend this meeting or if your child misses another five (5) days of school, the District must consider asking the Chittenden County State's Attorney to seek court action for truancy. We look forward to working with you at the meeting to improve your child's attendance.

Our intent, and the intent of Vermont state law, is to ensure students are in school and learning. School attendance is critical for successful school performance.

As always, if you have any questions about your child's attendance or about these procedures, please call me at **{insert principals' or other contact person's phone number}**.

Sincerely,

{insert name}
{insert title}

pc: Classroom Teacher
Guidance
Student File

March 12, 2008