

Windsor County Truancy Protocol

PURPOSE: Staying in school and being present in class is essential to every young person's education. Frequent absence from school disrupts academic progress and can negatively impact a student's ability to learn and to succeed in school. The Windsor County Truancy Protocol is designed to reduce chronic absence and reduce the dropout rate in our county schools by identifying students at risk of truancy early and intervening to reengage students and their families in school.

LEVEL 1: Notification

Student has **5 unexcused absences in a semester.**

- Letter #1: School Administrator/Designee, Truancy Officer, or School Resource Officer (as defined by law) (Administrator) **shall** give written notice via certified mail AND email to parent / guardian explaining absences and communicating concerns.
- Administrator to follow up Letter # 1 by phone and/or text.
- Referrals to support services (see below) may be offered to student and family.



LEVEL 2: Engagement and Education

Same student now has **10 unexcused absences**

- Letter #2: Administrator shall send written notice via certified mail AND email to parents/guardians outlining consequences for further absences including loss of credits.
- Administrator shall follow up Letter # 2 by phone and/or text.
- Referrals to appropriate support services (see below) **shall** be offered to student/family.
- A school engagement meeting, or a Coordinated Service Plan Meeting (if child meets criteria) **shall** be called by the Administrator (includes DCF)



LEVEL 3: Intervention

Same student now has **15 unexcused absences** AND previous of intervention have not worked.

- Letter #3: Administrator shall send written notice via certified mail AND email to parents/guardians outlining consequences for further absences including possible court involvement.
- Additional referrals to appropriate support services **shall** be made for student/family.
- If no school engagement meeting or CSP was held at Level 2, such a meeting **shall** be called by the Administrator (includes DCF) and a written plan of action shall be developed.



LEVEL 4: Court Involvement

Same student now has **more than 20 unexcused absences**, AND previous interventions have not worked.

- **CHILDREN 6th GRADE AND BELOW**: Administrator *shall* make a report to the local DCF office and include copies of Letters 1-3, the written CSP plan, and any other relevant documentation.
 - DCF *shall* assess educational neglect issues if student meets criteria for acceptance based on sufficiency of provided information.
- **STUDENTS 7th GRADE AND ABOVE**: Administrator *shall* complete Windsor County Truancy Affidavit and submit to State's Attorney with copies of Letters 1-3, and written CSP or other educational support plan.
 - State's Attorney *shall* file the appropriate CHINS petition with family court.

SUPPORT SERVICES

GUIDANCE COUNSELORS, NURSES, TEACHERS
HCRS/CLARA MARTIN
PRIMARY PHYSICIAN

SCHOOL-BASED CLINICIANS
RESTORATIVE JUSTICE CENTERS
DCF BARJ