

**Addison Northeast Supervisory Union and Member School Districts
(Bristol, Lincoln, Monkton, Mt. Abraham Union High, New Haven, Starksboro)
Boards of Directors' Policy**

Policy Area: Students: F13

Policy Subject: **TRUANCY (V.S.A. Title 16 § 1126)**

When a pupil between the ages of seven and sixteen years, who is not excused or exempted from school attendance, fails to enter school at the beginning thereof, or being enrolled, fails to attend the same and when a pupil who has become sixteen years of age becomes enrolled in a public school and fails to attend, the teacher or principal shall forthwith, notify the superintendent or school directors, and truant officer, unless the teacher or principal is satisfied that the pupil is absent on account of sickness.

	Bristol	Lincoln	Monkton	Mt. Abraham	Beeman	Robinson
Date Warned	11/16/10	11/16/10	11/16/10	10/19/10	11/16/10	11/16/10
Date Adopted	12/13/10	12/20/10	12/9/10	11/9/10	12/14/10	12/8/10

Truancy Procedure

1. The teacher will report the student absent from class to the school administration.
2. School administration will contact the parent/guardian inquiring about the student's absence and document the result of that contact.
3. At the point where a student has missed the equivalent of five days, without reasonable excuse within a school year, the school administration will send a letter to the parent/guardian by certified mail which will indicate the dates of the absences, and that the student is considered truant under *V.S.A. Title 16 § 1126*. The letter will offer services to the family and may request that an Act 264 meeting be held to address the attendance issue.
4. If an Act 264 meeting occurs, the school truant officer, as defined in *V.S.A. Title 16 § 1125*, will be present and a plan to address truancy will be developed. The completed written plan will be sent to the parent and all members of the Act 264 team. The truant officer and the school principal will keep a file of the written plan.
5. If absences continue, an internal letter will be sent by the school principal to the truant officer and superintendent stating that the student is truant. A copy of this letter will be sent to the parents by certified mail. In addition, the truant officer will deliver a copy of this letter in person. The letter will state that parent(s) must compel the student to attend school and that the student, under Vermont State Statute, is currently considered truant. This letter will also state that if the child continues to be absent without a valid excuse, a charge can be filed against the parents in criminal court and/or family court. This letter will be copied to the Department for Children and Families, Family Services Division (DCF) and the Addison County State's Attorney's office.
6. If the absences continue, the truant officer will submit a letter or affidavit, outlining the offense to DCF and the State's Attorney. In addition to submitting the letter to DCF, a phone call to DCF's Centralized Intake [1 (800) 649-5285] should be made at this time.
7. Special Circumstances – Truancy and 17 year old students: DCF's Centralized Intake typically does not accept 17 year old truancy referrals for assessment. Therefore, if the school recommends that a DCF assessment should be considered due to unusual or exceptional circumstances, in addition to calling DCF's Centralized Intake, the school will also call the local Middlebury DCF office (388-4660) for consideration of these exceptional circumstances. The school will call the local DCF office immediately preceding or immediately following the school's call to Centralized Intake. The local DCF office has the authority to accept a report for investigation that was rejected by Centralized

Intake, but the local DCF office must decide by noon of the day following the Centralized Intake report.

8. A copy will be sent to the superintendent and school principal. DCF and the State's Attorney will consult to determine the best course of action. This may include one or more of the following options:
 - DCF will commence a JPA assessment to determine the needs of the family concerning the truancy.
 - The State's Attorney can request, through District Court, that a criminal charge be filed and the parent/guardian be fined up to \$1,000.
 - The State's Attorney may file a petition with the Addison County Family Court requesting a hearing on the matter, alleging that the parents are neglecting the child's educational needs. In addition to the petition, information, assessments and/or recommendations by the school, DCF or other members of the Act 264 team will be made available to the judge prior to the hearing.
 - The judge has the option, under Vermont State statute, to transfer custody from the parents to the state.