

**Lamoille Restorative Center  
Lamoille Valley Truancy Project  
Truancy Protocol**

**School initiated actions**

1. Send referral letter (5-day, 10-day, 15-day) to the Lamoille Valley Truancy Project (LVTP) with the Student Intervention & Information (SII) sheet.
2. SII sheet must be included with the 10-day letter (or with the 15-day letter if not yet received).
3. Invite LVTP social worker to team and educational meetings as appropriate.
4. Provide attendance updates to LVTP as requested.
5. Participate in attendance improvement contract meetings.
6. At the recommendation of the Truancy Social Worker and at the discretion of the Superintendent provide material necessary to file a truancy petition.

**LVTP initiated actions**

1. LVTP contacts (call, e-mail, letter) referral source within three business days to receive any needed clarification or to provide notification of actions taken.
2. Truancy Social Worker will determine level of risk (low, moderate, high) – school failure, drop-out, falling behind graduation progress, continued truancy

**Rate of absence**

- Low Risk: 5% and under
- Moderate Risk: 6 to 10%
- High Risk: Above 10% (missing at least a half day on average each week)

**Grades**

- Low Risk: Passing classes, D's or better
- Moderate Risk: Failing at least one core academic class
- High Risk: Failing two or more core academic classes

**School Engagement**

- Low Risk: Involved in sports/clubs/other activities and can list three or more school adults they are connected with
- Moderate Risk: Inconsistently involved in sports/clubs/other activities and can list two or less school adults they are connected with
- High Risk: Not involved in sports/clubs/other activities and is not connected with any adults at school

**Peers**

- Low Risk: Spends time with peers who are engaged in school and are a good influence
- Moderate Risk: Spends time with both peers who are engaged and disengaged from school, some concerns about time spent with negatively influencing peers
- High Risk: No friends or only friends who are disengaged from school

**Family History**

- Low Risk: Parents (adults in the home) completed high school and have routinely communicated with child's school
- Moderate Risk: One parent (adults in the home) did not complete school and some inconsistent communication with school
- High Risk: One or both parents (adults in the home) did not complete school and are disengaged from school

**Parenting Practices**

- Low Risk: Daily routines are consistent and parents motivate healthy school/wellness behaviors.
- Moderate Risk: Some inconsistent daily routines in the areas of modeling, motivation and monitoring.
- High Risk: Parents demonstrate little evidence and/or ability to model, motivate or monitor and at times interfere with youth's healthy behaviors.

- Family and/or student Substance Use**

- Low Risk: No evidence of substance use
- Moderate Risk: Some collateral information indicating possible substance abuse or addiction
- High Risk: Substance abuse or addiction that has been substantiated

### **Housing Stability**

- Low Risk: stable long-term housing
- Moderate Risk: recent relocation/school change
- High Risk: yearly or more relocation/school change

### **Longitudinal Data**

- Patterns of past attendance history
  - Past relationship between school and home
  - Family's perception of absenteeism as a problem
3. LVTP will target interventions at specific risk areas.
  4. LVTP will make appropriate referrals.
  5. All youth who are considered to be at moderate risk will be asked to engage in a written attendance improvement contract. Parents/Guardians are required to attend all contract meetings. School personnel will be invited to attend all contract meetings.
  6. Youth who continue to be absent from school following the contract meeting will be referred for a Family Group Conference (FGC).
  7. When a youth has missed at least 20 days of school a truancy petition may be filed for those students who are moderate to high risk.

### **Filing a Truancy Petition**

- May be filed following 20 missed days of school.
- Adverse effect must be evident.
- Need to miss school based on physician diagnosed mental or physical illness has been ruled out.
- Documentation includes truancy improvement contract, FGC, collateral contacts, meeting notes and letters sent.
- Petitions will be filed at the discretion of the Superintendent.
- LVTP will notify the State's Attorney of the Superintendent's intention to file.
- When a petition is filed, the Truancy Social Worker will make a report to The Vermont Department for Children and Families (DCF).
- Truancy petitions consist of a cover letter to the State's Attorney from the Superintendent, an affidavit from school personnel and any supporting documentation.
- LVTP will follow the petition from creating the packet to the preliminary hearing. DCF will follow the case from that point on. LVTP will participate as needed or when subpoenaed.

### **LVTP administrative support**

1. Support staff member opens all truancy mail
2. When SII form is not received (with 10-day letter, or with 15-day letter if not yet received) call school contact person to complete
3. Enters and updates all referrals into excel spread sheet
4. Receives Truancy Action Form from Truancy Social Worker and updates spread sheet (save forms)
5. Send letters to parents as directed by Truancy Social Worker
6. Provide other needed administrative support