

Within 5 school days of notification, the designee will refer the student who has been determined to be truant to the school's student assistance team

The student assistance team will meet to determine the cause of the truancy and assess the effect of the student's absences, as well as any future absences for the student.

Within 5 school days of the last unexcused absence, the principal, upon determining that a student is truant, shall notify the Superintendent

If it is determined that a negative effect exists, the student assistance team shall develop an intervention plan to address the student's absences and the negative effect of these absences. An intervention plan may include, but is not limited to:

- Frequent communication between the teacher and the family;
- Changes in the learning environment
- Mentoring;
- Student counseling;
- Tutoring, including peer tutoring;
- Placement into different classes;
- Evaluation for alternative education programs;
- Attendance contracts;
- Referral to other agencies for family services; and
- Other interventions including but not limited to referral to the school attendance coordinator, student assistance team, or dropout prevention committee.

The student and his/her parents/guardians shall be invited to attend any meetings scheduled to discuss the student's truancy and the intervention plan.

*Failure of the student or the student's parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's truancy.

Truancy Flow-Chart from Title 20-A, §5051-A: Truancy



If unable to correct the student's truancy, the Superintendent/designee shall serve or cause to be served upon the parent(s) in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:

- State that the student is required to attend school pursuant to 20-A MRSA §5001-A (the compulsory attendance law);
- Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports;
- Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A MRSA § 5053-A and will jeopardize the student's status in the grade he/she is in;
- State that the Superintendent/designee may notify local law enforcement authorities of a violation of 20-A MRSA § 5053-A and the Department of Health and Human Services (DHHS) of a violation under and 20-A MRSA § 5051-A(1)(C)*; and
- Outline the plan developed to address the student's truancy and the steps that have been taken to implement that plan.

***Prior to notifying local law enforcement authorities, the Superintendent/ designee shall schedule at least one meeting of the student assistance team as required by law and paragraph B of this policy and may invite a local prosecutor.**

If after three school days after the service of the notice, the student remains truant and the parent(s) and student refuse to attend the meeting, the Superintendent/designee shall report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with enforcement action against the parent unless the student is at once placed in an appropriate school or otherwise meets the requirements of the compulsory attendance law.

When a student is determined to be truant and in violation of the compulsory attendance law, and the student assistance team has made a good faith attempt to meet the requirements, the Superintendent shall notify the Board of the student's truancy.