

Implementation of Administrative Procedures 8:14 Truancy Plan

A. Intervention Level One

1. Identifying Truant Students
2. Parent Notification
 - 2nd day
 - 5day notice - SMS: Level One Intervention Letter
 - 5day notice - Certified: Habitual Truancy
 - School Social Worker Referral
3. Disputing Student Truancy

B. Intervention Level Two

1. Resolving the Truancy Problem
 - Initiate and document appropriate supportive services
 - 15 day notice – SMS: Habitual Truancy Warning Letter
 - 25 day notice – SMS: Level Two Truancy Intervention Letter
2. Guidelines for Returning Habitual Truants - **Required School Activities**
 - Re-entry services and record-keeping
 - **Meetings with parent/guardians and/or student.**
 - **Needs assessment to continue regular school attendance**
 - **Referrals to school based supportive services.**
 - **Referrals to community based services, including the Bureau of Child Welfare.**
 - **Monitor /document student’s readjustment to school.**
3. Preparation for Intervention Level Three – Legal Referrals
 - Evidence that appropriate notices and interventions have been implemented or attempted.
 - 35days of accumulated truancy, decision to refer to DA is made.
 - Once the decision to refer to the DA is made, student cannot be withdrawn from school for non-attendance.

C. Intervention Level Three

1. Legal Referrals
 - Complete the District Attorney Referral Form
 - DA Referral Form is submitted to District/Court Liaison.
 - District/Court Liaison. completes hearing disposition sheet
 - Disposition sheets go to building principal and site social worker
 - Resolution may take up to two semesters.

2. Public Awareness and Involvement

- TABS program
- Annual Truancy Report to DPI
- Annual and Semi-annual truancy reports to the Board
- County Truancy Committee

3. Penalties and Sanctions

- Students

Citations may be issued to students for violations of the municipal ordinances prohibiting truancy and habitual truancy, requiring them to appear in municipal court. The municipal court may issue any of the following penalties against any truant student:

- a. An order to attend school.
- b. A forfeiture of not more than \$50, plus court costs, for a first violation.
- c. A forfeiture of not more than \$100, plus court costs, for a second or subsequent violation committed within 12 months of the commission of a previous violation, subject to a maximum cumulative forfeiture amount of not more than \$500 for all violations committed during a school semester.
- d. An order to pay court costs.

Any habitual truant may be subject to any or all of the following:

- a. Suspension of his or her operating privileges for not less than 30 days nor more than one year.
- b. An order to participate in counseling or a supervised work program or other community service work.
- c. An order for the department of workforce development to revoke a permit authorizing the employment of the habitual truant.
- d. An order to attend school.
- e. A forfeiture of not more than \$500, plus court costs.
- f. An order placing the habitual truant under formal or informal supervision, for up to one year.
- g. An order for the habitual truant's parent, guardian or legal custodian to participate in counseling or to attend school with the habitual truant, or both.
- h. All or part of any forfeiture may be assessed against the truant, habitual truant, his parent or guardian, or both.

- Parents/Guardians
 - a. Prosecution by District Attorney of parents/guardians who, having a child under their control, fail to cause their child to attend school regularly.
 - b. Prosecution of parents/guardians under a municipal ordinance.
 - c. An order to participate in counseling or to attend school with the habitual truant, or both.
 - d. An order to perform community service work for a public agency or a non-profit charitable organization.
 - e. Fines of up to \$1,000 and/or imprisonment of up to 90 days.