

Truancy Procedures

When it is determined that a student is violation of the school district's attendance policy and procedures, the principal will check with the Department of Human Services to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits, the principal will notify DHS in the case of truancy.

If the student's family is not receiving FIP benefits, the principal will initiate the district's truancy procedures. The parents will be contacted to participate in the process to resolve truancy issues. In working to resolve truancy issues the building principal may involve juvenile court officers, the county attorney, other school officials and others as deemed appropriate. If others are invited who do not have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for others to participate in the truancy procedures.

The purpose of the truancy procedures is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the student's nonattendance and initiate referrals to any other services that may be necessary.

If the parent does not participate in the truancy procedures or if the student's nonattendance continues to violate the school district's attendance policy the building principal will notify the county attorney in writing and if appropriate the Department of Human Services.

Truancy Procedures Steps

1. School nonattendance will be documented by school staff.
2. Parents will be contacted by the building principal or his/her designee to gather information regarding reasons for attendance problems and try to resolve the problem.
3. If attendance problems continue, the building principal will schedule a meeting with the parents/guardians to try and identify and eliminate barriers to good attendance. The principal may involve others in this meeting as deemed appropriate including but not limited to the school counselor, School Resource Office, DHS representative, school nurse, and family services advocate. Home visits may be made by one or two members of the interdisciplinary team.
4. If attendance problems continue, the building principal will send a letter to the county attorney's office documenting the attendance problem. If the family is on FIP, and the student is in kindergarten through sixth grade, a copy of the letter is sent to DHS.
5. County Attorney's office sets up a mediation hearing with the parent/guardian, school personnel, School Resource Office, and DHS.
6. Parent/guardian signs a mediation agreement with the County Attorney's office.
7. School personnel will monitor compliance with the mediation agreement and report violations to the County Attorney's office.
8. If the parent violates the mediation agreement, the County Attorney's office may prosecute the parent/guardian for violation of the state's compulsory attendance law.