

ADMINISTRATIVE PROCEDURES

JBE

STUDENTS TRUANCY

March 1, 1990

For the purposes of these guidelines, hardcore truancy cases are defined as those truancy cases characterized by chronic truancy which culminates in a substantial number of days of absence and which is not corrected by the typical efforts of the building staff. The following is a suggested procedure for the processing of extreme truancy cases and is presented as a series of steps. Such a format may be helpful to the administrator in determining where to begin, what must be done before other actions can be taken, etc. However, in many cases, the steps listed may actually take place concurrently, and in certain cases even the sequence may need to be different.

STEP 1

ELEMENTARY - It is expected that the first parent contact in the elementary school be made by the teacher. This may be one or more telephone or personal contacts designed to inform the parent that the child's absence is detrimental to his/her education and to encourage the parent to correct the truancy pattern of his/her child.

Teacher Contact

SECONDARY - Because students whose absences are excessive might be known to several people; e.g., teachers, the counselor, and the attendance administrator, it is expected that a telephone contact will be made by at least one of these people to inform the parent of the situation and encourage the parent to correct the truancy pattern of his/her child.

STEP 2

Principal Contact

A. If further contact is necessary, it should be made by the principal or an administrative designee. The principal should remind the parent of the Compulsory Education Law (~~Appendix C~~) and a written record (certified letter, if necessary) should be made indicating the date and the nature of the contact.

PPS EPT Planning Team

B. If the truancy persists, the principal should consult with the ~~Pupil Personnel Services Educational Planning Committee~~ **Team** at his/her building. This ~~committee~~ **team** should review the case and offer a plan of action. This action might take various forms such as contacts by the school social worker, psychologists, referral to other agencies, etc.

Face-To-Face Parent Conference

C. If the truancy problem is not resolved at this step, then the principal should schedule a face-to-face conference with the parent. If the parent fails to attend the conference without good reason, a certified letter should be sent to the parent scheduling another conference and indicating a date, time, and location.

Certified
Letter

- D. The principal will inform the parent by certified mail of the specific nature of the problem and the steps which have been taken to correct the problem, and the probable next steps.

STEP 3

If the parent fails to attend scheduled conferences or attends scheduled conferences but is not able to resolve his/her child's truant behavior, then the case should be referred to **juvenile court**. ~~the Regional Office~~. At this point, all prerequisites should be met for court presentation (~~Appendix A and Appendix B~~). ~~Essentially it is the position of the Court that all local resources should be exhausted prior to Court referral.~~

Review Committee ~~The Regional Office will review the case through a committee made up of a representative from the Regional Office, the Administrative Services Office, and the building principal. The superintendent's office will be consulted if action is being contemplated against the parent.~~

~~**STEP 4**~~

~~The Committee described in Step 3 will meet with the parent to review the entire case which will include a summary record of the assistance offered to the parent, the action taken, and a documented chronology of telephone Committee contacts, Pupil Personnel Services and/or community agency contacts, face-to-face conferences, and other pertinent information. A certified Parent Conf. letter should be sent by the Regional Office to the parent, summarizing this conference.~~

~~**STEP 5**~~

~~If the committee decides that a Juvenile Court referral is necessary, then the principal would initiate this action.~~

~~Court If the committee decides that a District Court Referral is necessary on the parent, then the superintendent's office would initiate this action.~~

Excessive Absences Due to Illness

In handling truancy cases where the parent **alleges states** that the reason for excessive absences is due to illness, the principal should request a statement from a physician which explains the nature of the illness and the prognosis for recovery.