

# ADMINISTRATIVE PROCEDURES

JBE

## STUDENTS TRUANCY

~~DECEMBER 16, 2019~~

For the purposes of these guidelines, ~~hardcore~~ **significant** truancy cases are defined as those ~~truancy cases~~ characterized by chronic ~~truancy~~ **absences** which culminates in a substantial number of ~~days of absence~~ **missed school days** and which ~~is~~ **are** not corrected by the ~~typical~~ efforts of the ~~building~~ **school/district** staff.

The following is a suggested procedure for the processing of ~~extreme~~ **significant** 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~~ **is** made by the teacher. This may be ~~one or more~~ **a** phone or ~~personal~~ **in-person** contacts designed to inform the parent that the child's absence is detrimental to ~~his/her~~ **their** education and to encourage the parent to correct the truancy pattern of ~~his/her~~ **their** child. **The contact will be logged in MiStar Visits.**

### Teacher Contact

SECONDARY - Because students whose absences are excessive might be known to several people; e.g., teachers, ~~the~~ counselor, **support staff** and a ~~the attendance~~ **school** administrator, it is expected that a phone contact will be made by at least one of these people. **The call will be** to inform the parent of the situation and encourage the parent to correct the truancy pattern of his/her child. **The call will be logged in MiStar Visits.**

### STEP 2

A. If further contact is necessary, it should be made by the principal or an administrative designee. The ~~principal~~ **administrator** should remind the parent of the Compulsory ~~Education~~ **Attendance** Law and a written record ~~(certified letter, if necessary)~~ should be made **in MiStar Visits** indicating the date and the nature of the contact. **A letter and/or email will be mailed/sent home indicating the attendance concerns.**

### Principal Contact

B. If the truancy persists, the principal should consult with the Educational Planning Team/**Achievement Team** at his/her ~~building~~

school. This ~~test~~ team should review the case and offer a plan of action. This action might take various forms such as contacts by the school ~~S~~social worker, psychologists, referral to other agencies, etc.

#### EPT

#### Planning Team

- C. If the truancy problem is not resolved at this step, 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.

#### Face-To-Face

#### Parent Conference

- D. ~~The principal~~ The letter will also 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.

#### Certified Letter

### STEP 3

If the parent fails to attend scheduled conferences or attends ~~S~~-scheduled conferences but ~~is~~ does not ~~able to~~ resolve his/her child's truant behavior, then the case should be referred to juvenile court. At this point, all prerequisites should be met for court presentation.

#### Excessive Absences Due to Illness

In handling truancy cases where the parent 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. If necessary, a health care plan should be created.