

POLICY: JE-E(2)
Approved: March, 2002
Reviewed:
Revised:

TRUANCY PROCEDURE

Student's Name: _____

1. Principal or designated attendance officer keeps track of daily attendance.
2. Attendance officer notifies parent/guardian of:

_____ each unexcused absence within two days of occurrence by phone, mail or personal conference (see list of excused absences)
3. Attendance officer notifies the principal and refers the truant to the P.A.C.E. coordinator after:

_____ three (3) unexcused absences within a month
_____ five (5) unexcused absences = habitual truancy
_____ no doctor's excuse after the fifth absence
4. P.A.C.E. team decides next course(s) of action:

_____ meet with parent to determine reason for absences (P.A.C.E. coordinator sends truancy form letter to parents/guardians to set up P.A.C.E. meeting)
_____ background check
_____ non-Special Education
5. Attendance officer continues to document absences/excuses. Truants who meet the following criteria are determined "habitual truants", and are referred again to the P.A.C.E. team:

_____ five (5) unexcused absences per semester
6. P.A.C.E. team determines next course of action:

_____ DSS referral (at this level, a truant is usually considered a Child in Need of Protective Services or CHIPS)
_____ Court referral (mandatory for second "habitual" truancy). Referrals to court must document the following:

1. Met with, or attempted to meet with, the child's parent or guardian to discuss the child's truancy or attempted to meet and received no response or were refused. This does not apply if a meeting is not held within ten days after a habitual truancy notice is sent.
2. Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and considered curriculum modifications.
3. Evaluated the child to determine whether learning problems may be a cause of the child's truancy and, if so, taken steps to overcome the learning problems except the child need not be evaluated if tests administered to the child within the previous year indicate the child is performing at his/her grade level.
4. Conducted an evaluation to determine whether social problems may be a cause of the child's truancy and, if so, taken appropriate action or made appropriate referrals (ss. 48.13(6) and 118.16(5), Stats.).

Paragraphs 2-4 above do not apply if the school attendance officer provides evidence that the appropriate school personnel were unable to carry out the activity due to the child's absences from school.