

SCOTT COUNTY TRUANCY DIVERSION PROCESS

SCHOOL RESPONSE

→ 1 to 2 Days of Unexcused Absences:

- track and address absenteeism early; notify parent/guardian by phone
- support high-risk students through time of transition
- meet with student, acknowledge absent school day, assess reasons, provide support
- ask parent/student if current case manager or probation officer is open to student
 - Make contact with current worker to notify of absences

→ 2 to 3 Days of Unexcused Absences:

- increase response – engage parents; continue to engage student
- send 1st notification letter to parent/guardian
- minimum of 2-3 documented attempts to contact parent regarding absences: email, phone calls, use of liaison officer, text, office visits, home visits
- consult with county truancy worker assigned to school with questions; no case specific information unless a release is signed

Truancy Statute Letter must be sent to the parent by the school immediately after the 3rd unexcused absence.
(Per State Statute: 260A.03 and 260A.07)

→ 4 to 5 Days of Unexcused Absences:

- send 2nd notification letter to parent/guardian
- request school meeting – i.e. School Support Plan (“SSP”) meeting
- complete SSP with student and parent(s)/guardian(s); identify & address contributing truant factors

→ 5 plus Days of Unexcused Absences

- if SSP has not been completed, hold meeting with student, parent, school staff – **develop School Support Plan** (“SSP”)
- document all attempts to schedule the School Support Plan meeting if the family is unresponsive to requests, in order to provide necessary documentation to Scott County in the event of a truancy referral
- continue to coordinate with current case manager/probation agent if open to either of these services
- OBTAIN WRITTEN CONSENT TO COORDINATE SERVICES with appropriate Scott County Services
- review need for “medical notification letter” requiring physician notes to excuse any further absences (must be sent to parents before requiring medical notes to excuse absences)

→ 1 to 44 days - From Initiation of SSP

- delay truancy referral for this period; allow services/supports/interventions to take effect
- maintain personal contact with student and parent(s)
- review effectiveness of SSP; revise as appropriate

→ 45 days & over - Since Initiation of SSP

- noticeable improvement on attendance - truancy referral may not be necessary
- **no improvement; assessed as habitual truant** → refer case to County Attorney’s Office & include all requirements of the referral (listed on the back of the Scott County Truancy Offense Report)

→ **NOTE:**

- *Referrals made prior to the 45 day SSP period must provide documentation explaining reasons for early referral (documentation must be written as indicated on the 2nd page of the Truancy Offense Report)*
- *Youth age 17.5 who are not on track to graduate do not meet conditions for a truancy referral-please call your assigned truancy worker if you have questions regarding this condition*

COUNTY ATTORNEY'S OFFICE RESPONSE

→When the County Attorney's Office receives the Truancy Offense Report, they screen the referral to make certain the following documents are included before accepting the referral:

1. **The minimum amount of unexcused absences met (7 full days or equivalent class periods), which is shown in the attached attendance record**
2. **Truancy referral includes: Offense Report; School Support Plan (SSP); current Attendance Record; two Truancy Notification letters (dated and addressed with listed number of unexcused days); the Truancy Statute letter (also dated and addressed with listed number of unexcused days); and Medical Notification letter (required when schools mandate a note from medical professionals to excuse an absence)**
3. **A completed SSP, including date and signatures of parent(s), student and school staff present in meeting**
4. **The SSP was given 45 days to work (or) if submitting the truancy referral before the 45 days has passed or without a completed SSP, the school must supply documentation with explanation for early referral. There is space on the Offense Report to write, or it can be in a separate memo, ie: documentation of all the ways that were tried to set up a meeting with the family, but were unsuccessful in getting a response from the parents.**

→When requirements are met the County Attorney's Office will forward referral for Truancy Diversion.

→If requirements are not met or the County Attorney's Office needs further clarification, they will contact the school with either a notice of determination or to gather further information, the schools will be given two weeks to respond to the request for additional information or the referral will be closed.

COMMUNITY SERVICES RESPONSE

→Receive Referral from County Attorney

- Collaborate with County Attorney in reviewing referrals
- assign truancy worker using following guidelines:
 - When open to case manager/probation agent, refer case to worker to address truancy
 - School location
 - Workload distribution

→Student/Parent Notification of Truancy Referral and Acceptance

- Contact parent/guardian to discuss parent choice of diversion verses court intervention

→ Diversion Intake

- Complete necessary county paperwork and Diversion Agreement with both student and parent/guardian
- Refer to MHC truancy education group and other assessments/therapy as agreed upon
- Complete at minimum monthly progress meetings to update plans that are not successful and review attendance
- Students who have markedly improved or perfect attendance for 3 consecutive months will meet the closing requirements for Scott County Truancy Diversion Program allowing for the closure of the truancy referral.

→ Court Intervention

- Students/parent/guardians who decline to participate in the voluntary diversion program will be referred back to county attorney's office for court intervention
- County Attorney's will request of court that the student/parent/guardian be ordered to work with Scott County Truancy Worker until a time when the truancy referral meets closing criteria
- Students/parents/guardian who do not follow their SSP and continue to be truant will be reviewed by the Scott County Truancy Team for possible court intervention