

SCHOOL DISTRICT OF MAYVILLE

431-Exhibit

DISTRICT TRUANCY PLAN

The School District of Mayville has adopted this plan in cooperation with the Dodge County Truancy Committee and the school districts of Dodge County.

A. Notification to Parents/Guardians of Truancy

Each school or school district attendance officer shall notify parents/guardians of those students who are known to be truant or suspected of being truant. The school shall notify the parent/guardian when a student has an unexcused absence. When a student first becomes a habitual truant, the parent/guardian shall be notified by certified or registered mail.

The habitual truancy notice shall include the following information:

1. A statement of the parent's/guardian's responsibility to cause the student to attend school regularly.
2. A statement that the parent/guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk.
3. A request that the parent/guardian meet with appropriate school personnel to discuss the student's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet; a date, time and place of the meeting; and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. With the consent of the student's parent/guardian, however, the date for the meeting may be extended for additional five school days.
4. A statement of penalties that may be imposed on the parent/guardian for failure to cause the student to attend school regularly.

The method and frequency of subsequent notices to parents/guardians of habitual truants shall be specified in the District's truancy plan.

B. Plans and Procedures for Identifying Truant Students, etc.

1. On a daily basis, each absentee shall have a confirmed excuse from parent/guardian. Excused absences shall be determined in accordance with established school attendance procedures and through receipt of proper verification from the parent/guardian. Those students with unexcused absences are truant.
2. On a weekly basis, the attendance of students shall be reviewed to determine an excessive amount of excused or unexcused absences.
3. On a monthly basis, attendance shall be reviewed to determine excessive absenteeism.

C. Methods to Increase Public Awareness of and Involvement in Responding to Truancy

1. Increasing and maintaining public awareness about truancy:
 - a. Attendance/truancy can be an item on the following agendas – parent teacher organizations, school board, alcohol and other drug advisory groups, Education for Employment Council, liaison groups such as police, nurses, family services and legislative bodies, and pupil personnel committee meetings such as student assistance program, suicide prevention, at risk.
 - b. Truancy posters and other alerts within the community.
 - c. Truancy can be an item in the following reports - statistic on annual disclosure reports on periodic basis; periodic informational releases such as district newsletters and press releases; other agency releases such as family services.
2. Involvement of various publics in responding to truancy:
 - a. Individualized educational program (IEP) conference discussion;
 - b. Standard notification process to parents/guardians;
 - c. Newspaper articles on attendance;
 - d. Business positive support mechanisms such as rewards for good attendance (Hardees, Marcus Theaters);
 - e. Other media involvement (TV and radio); and
 - f. Notification to youth center and shopping malls.

D. Immediate Response to be Made by School Personnel When a Truant Student is Returned to School

1. All students are to clear through the school attendance office for the necessary document to return to class.
2. The proper school official is to be notified that the student has returned so the school's policy can begin working. Examples: referral to counselor, drafting of definitive plan, convene an IEP meeting, home visitation.

E. Types of Truancy Cases to be Referred to the District Attorney

Individuals defined as habitually truant should be referred to law enforcement under municipal ordinance procedures. Should this process not be successful in correcting the student's truancy, a referral to Juvenile Court Intake (Department of Family Services) shall be made. After an intake inquiry by the intake worker is completed, either an informal disposition, or a juvenile court petition will be recommended if statutory requirements have been met. A petition will be filed and prosecuted by the Dodge County Assistant Corporation Counsel.

F. Public Involvement of Parents/Guardians in the Truancy Problem

The parents/guardians of the student who is truant need to be involved from the very start. This involvement could be as simple as a letter or phone call home or both to notify the parent/guardian of the truancy.

As the incidences of truancy continue, the involvement by the parent/guardian must continue and the issue between the school and parent/guardian should change from

dealing with the consequences of the truancy to dealing with ways to deal with the reasons for the truancy. The parents/guardians and the school need to develop some sort of action plan to keep the student in school. Action plans could include:

1. A student contract agreed upon by the parent(s)/guardian(s) that would include consequences that would occur at home as well as at school (loss of free time, TV limitations, curfew, etc.) (Contract should include positive reinforcements for proper school attendance.)

APPROVED: November 15, 1988

ADOPTED: November 15, 1988

REVIEWED:

REVISED: October 19, 1998; February 17, 2003

Signatures of School Board Members:

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