

SCHOOL DISTRICT OF MAYVILLE

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 or 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 habitual truant the parent/guardian shall be notified by registered mail.

When a child becomes a “habitual truant” notice must be given by certified or registered mail and shall include the following information:

1. A statement of the parent’s or guardian’s responsibility to cause the child to attend school regularly.
2. A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk.
3. A request that the parent meet with appropriate school personnel to discuss the child’s truancy.
4. A statement of penalties that may be imposed on the parent or guardian for failure to cause the child to attend school regularly.

The method and frequency of subsequent notices to parents or guardians of habitual truants shall be specified in the school district’s truancy plan.

B. Plans and procedures for identifying truant children, etc.

On a daily basis each absentee shall have a confirmed excuse from parent or guardian. Those with unexcused absences are truant.

On a weekly basis the attendance of students shall be reviewed to determine an excessive amount of excused or unexcused absences.

On a monthly basis attendance shall be reviewed to determine excessive absenteeism.

Excused absences shall be determined by receiving written notes or verbal communication from the parent or guardian.

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:
 1. Parent teacher organizations;
 2. School boards;
 3. AOD advisory groups;
 4. Education for employment council;
 5. Liaison groups such as police, nurses, social services and legislative bodies;

6. Pupil Personnel Committee meetings such as SAP, Suicide Prevention, At Risk;
- b. Truancy posters and other alerts within the community.
- c. Truancy can be an item in the following reports:
 1. Statistic on annual disclosure reports on periodic basis;
 2. Periodic informational releases such as district newsletters and press releases;
 3. Other agency releases such as social services;
2. Involvement of various publics in responding to truancy:
 - a. 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)
 - f. Notification to youth center and shopping malls;

D. The immediate response to be made by school personnel when a truant child is returned to school

All students are to clear through the school attendance office for the necessary document to return to class.

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 I.E.P. 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 Social 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 under 118.16(5) have been met. A petition will be filed and prosecuted by the Dodge County Assistant Corporation Counsel.

F. The Involvement of parents and guardians in the truancy problem

The parents of the student who is truant needs to be involved from the very start. Depending on the truancy policy of the individual this involvement could be as simple as a letter or phone call home or both to notify the parent or guardian of the truancy.

As the incidences of truancy continue the involvement by the parent or guardian must continue and the issue between the school and parent should change from dealing with the consequences of the truancy to dealing with ways to deal with the reasons for the truancy. The parents 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

Signatures of School Board Members: _____

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