

**Will County Truancy Process**

**1) Home School District**

The Home School District is the first to identify and monitor issues with student attendance. Once a pattern is displayed, initial contacts should be made with Parent and or Guardian. You are encouraged to review your own District Policies regarding Truant students.

**FIRST INTERVENTIONS**

First interventions can be repeatedly done at any and all points in the school year, but should begin within the Home School District. Interventions may include (*but are not limited to*):

- Letters/ phone calls home.
- Conferences with students and family.
- Daily Pediatrician sign-off requirement to continue EXCUSED absences.
- Offering nurse check-in; thermometer check to confirm student is not sick.
- Home visits; wellness checks through or in conjunction with local law enforcement.
- Connecting the family with services for; tutoring, mentoring, counseling, food assistance, crisis response services, or McKinney Vento assistance.
- Incentive/goal planning for continued attendance using: gift cards, toys, alarm clocks, extended recess time, lunch with a friend.
- ALOP Student Success Program; ROE Representative assigned to one building with a caseload of up to 32 students for the school year. Contact the ROE for more information.
- Alternative placement: Within Home School District, Lincoln School, or other outside alternative school.

**2) Regional Office of Education**

ROE Referral can be created after a Home School District is near to exhausting ALL resources/ interventions and a student has accrued a minimum of 10 absences, regardless of being EXCUSED or UNEXCUSED. Once a referral has been created, Truancy Specialists will begin working with the student, family and school to find the best course of action for improvement. ROE interventions will often be done in conjunction with the Home School and can include (*but not limited to*);

- Phone calls/ letters home.
- Truancy Hearings at the ROE or the Home School.
- Home visits at various hours.
- IEP/ 504 Plan Meeting sit-ins.
- Parent - Teacher conference sit-ins.
- Further incentive/ goal work
- Continued DCFS involvement

**Truancy Court Petition to State's Attorney's Office**

After the Home School District and ROE has exhausted all resources, a Truancy Court Petition will be created. This will need to include;

- A minimum of 12 days of attendance marked specifically as UNEXCUSED and or TRUANT.
- Documentation of all services offered; tutoring, counseling, or outside services.
- Documentation of all incentives and efforts: gift cards, toys, alarmclocks, extended recess time, lunch with a friend, Etc.
- Documentation of all True Interventions accomplished inside and outside the school.
- Grades and or testing scores.

**3) State's Attorney's Office**

After a Court Petition is submitted, it can take anywhere from 15-30 days for the Assistant State's Attorney to properly review the petition and attached documentation. Following that the Will County Sheriff's Office requires an additional 15-30 days to perform their summoning process. This process includes having two uniformed Will County Sheriff's Deputies making contact with both the parents/guardians and the student at their listed address for their First Appearance Court Date.

A First Appearance Court Date can include The Truancy Officer compiling a brief, general update to present to the Judge, Assistant State's Attorney, and the Public Defender. This will include the days missed, notable interventions performed, the results of, and general academic standing. It is helpful to have admin who have worked with the student to speak on their day to day interactions or attempts in assistance. This shows the family the Home School District and ROE are working together and have the same information.

All students will eventually be given Orders of Compliance to attend each and every day of school while obeying every reasonable command of their caretaker.

For Second Appearance Court Dates, a Subpoena could be issued, by the Assistant State's Attorney's Office, to the administrator who completed the most recent ROE Truancy Referral Form. The Subpoena will include two documents; *The Delegation of Authority* and *The Certification of Records*. These documents are to be filled out and either electronically sent or physically dropped off for that court date. These documents will now formally show the interventions attempted and can lead to other penalties including (*but not limited to*);

- Device confiscation - Judges have the ability to confiscate devices that are affecting students' attendance.
- Social Service Enrollment - Counseling or behavioral assessments.
- Probation Supervision - Students are assigned a Probation Officer through the Juvenile Probation Department, here they notify and answer to their assigned Probation Officer for days missed and potential behavioral infractions.
- Fines - A potential for a Class C Misdemeanor fine.
- Detainment at River Valley - In extenuating circumstances and with additional charges pending.

A Truancy Court Petition is the highest level of intervention and should be a last resort option. With every case requiring different approaches we must ensure areas such as food security, housing, and mental health have been met or have documented attempts too.