

1) Home School District

The Home School District is the first to identify and monitor issues with student attendance from the past 180 calendar School Days. Here connections are built and maintained, however once a pattern is displayed, initial contacts *MUST* be made with Parent and or Guardian. You are encouraged to review your own District Policies regarding Truancy and update if needed. The ROE is here for assistance.

FIRST INTERVENTIONS

First interventions can be repeatedly done at any point in the school year. All interventions beginning at the Home School should be recorded and documented throughout the year.

Home School or District - level Interventions may include (*but are not limited to*):

- Letters/ phone calls home. *Are you making contact with parent/guardian? Were they receptive?*
- Conferences with students and family. *Have expectations been made clear? Are all parties in agreement?*
- Contract Agreements. *Do you have contracts in place? Are they utilized? What is the result of a broken contract?*
- Daily Pediatrician sign-off requirement to continue EXCUSED absences. *Consider reviewing attendance coding.*
- Offering nurse check-in. *Thermometer check to confirm the student is not sick, or general check in.*
- Home visits; wellness checks through or in conjunction with local law enforcement. *Must be done more frequently.*
- Enroll the family with services or continued attempts both in AND out of school; *tutoring, mentoring, counseling, food assistance, crisis response services, or McKinney Vento assistance.*
- Consideration of Social Activity Probation: *Games, Field Trips, Dances, or other various ceremonies or activities.*
- Incentive/goal planning for continued attendance: *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 considerations: *Within Home School District, Lincoln School, or other outside alternative schools **prior to any Court involvement.***

2) Regional Office of Education

ROE Referral can be created after a Home School District has exhausted and documented **ALL resources** that are no longer effective.

ROE Required Documents for Truancy Referrals:

- Communication Attempts - Phone calls, Messages, Home visits
- Notification of Conference(s)
- Conference(s) Outcome:
 - Services offered and enrolled
 - Consequences - Social Probation, Lunch Detentions, Daily Check-ins, Escorts
 - Contracts - See ROE Template, feel free to use/ modify to your district
- Incentives Offered - Building a relationship with students in and out of school
- Communication of Broken Contract - Consequences going into place
- Notification of Truancy Referral to ROE - Certified Mail or receipt of delivery.
- Attendance information - *Include the past 180 calendar School Days*
- Delegation of Authority
- Certification of Records

Optional (NOT REQUIRED) Documents

- Alternative Enrollment attempts
- Daily Pediatrician Sign-Off Requirements
- ALOP Success Program Enrollment

Regional Office of Education - Continued

Once Truancy Referral Requirements are met, Truancy Specialists will work with the student, family, and school to determine the best course of action for improving student attendance. ROE interventions will often be done in conjunction with the Home School and can include (*but not limited to*);

- Phone calls/ letters home.
- Truancy Conferences 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.
- Official Truancy Hearing at ROE.

Official Truancy Hearing: Completed at the ROE following confirmed notification (*Certified mail, Home Visit with Contact Confirmation Form, or other written acknowledgement of notification*) with Hearing Officer, Truancy Director/Officer, Truancy Specialist, and School Admin (*schedule permitting*).

The Hearing Officer is impartial to all case situations and will determine if court intervention is needed following the confirmation of previously completed interventions.

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.

Requirements include:

- A minimum of 12 days of attendance specifically coded as UNEXCUSED and or TRUANT.
- Documentation of all services offered; tutoring, counseling, or outside services.
- Documentation of all incentives offered: gift cards, toys, alarmclocks, extended recess time, lunch with a friend, Etc.
- Documentation of all interventions; conferences, contracts, homevisits, consequences and the outcomes.
- Grades and or testing scores.
- Delegation of Authority.
- Certification of Records.

3) State's Attorney's Office

After a Court Petition is submitted, there is a minimum requirement of 15-30 days for the Assistant State's Attorney to properly review the petition and attached documentation. Following the review, 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. In the event summoning attempts have failed, additional alias summons will begin at various times. Keep in mind processing times often vary once submitted to the Will County Assistant State's Attorney's Office.

A First Appearance Court Date can include The Truancy Director/Officer compiling a general update to present to the Judge, Assistant State's Attorney, and the Public Defender. This will include Delegation of Authority, Certification of Records, and ROE interventions. It is always helpful to have admin who have worked with the student to speak on their day to day interactions or attempts at assistance. This shows the family the Home School District and ROE are working together and all parties are involved in getting their student to regularly attend school.

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. Before leaving the Rivervalley Detention Center, all families are ordered to meet with Juvenile Probation for a W.A.R.N.S. Risk Assessment (*Washington Assessment of the Risk and Needs of Students*) and information of their involvement if placed on Court Supervision.

Families are ordered to enroll into free counseling services with Aunt Martha's Health and Wellness in their CCBYS Program for 90 days.

Second Appearance Court Dates, it will be determined if there have been improvements in attendance and continued communication with Aunt Martha's or other Counseling Agency. If there has been no improvements, *The Delegation of Authority* and *The Certification of Records* will be used as grounds to issue Contempt Petitions. This request from the State's Attorney's Office to the Judge allows for punitive measures to be taken where serious consequences can be issued during their upcoming Trial Date or next court date.

Third Appearance Court Dates, can be Trial Dates in the event of continued violations against students with court orders or issued Contempt Petition(s). In the event of Trial, *The Delegation of Authority* and *The Certification of Records* could be requested again to confirm attendance and additional interventions. These documents are to be filled out and either electronically sent or physically dropped off for that requested court date. These documents 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.*
- Court 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 in and out of school.*
- Fines - *A potential for a Class C Misdemeanor fine.*
- Detainment at River Valley - *In extenuating circumstances and with additional charges pending.*

Fourth and following Appearance Court Dates can be Status updates on the progress the student has made. Once consistent improvements have been maintained, court dates will be scheduled further away until a 'Celebration of Success' event hosted during the summer months. After being nominated for a 'Celebration of Success' event, students will have one final Status Hearing the following school year to determine if the case is to be dropped or withdrawn from Truancy Court.

With Truancy Court Cases being treated on a case by case basis, some students who have made improvements significant to their previous history could also be honored.

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.