SCOTT COUNTY TRUANCY DIVERSION PROCESS
2010 – 2011 School Year

SCHOOL RESPONSE

→ 1 to 2 days absent
  • Track and address absenteeism early;
  • support high-risk students through time of transition;
  • meet with student, acknowledge absent school day, assess reasons, provide support

→ 2 to 3 days absent
  • increase response – engage parents; continue to engage student
  • send notification letter to parent/guardian?
  • make personal contact; offer support

→ 3 to 5 days absent
  • send notification letter to parent/guardian?; request school meeting – i.e. School Success Plan SSP mtg
  • complete SSP with student and parent(s)/guardian(s); identify & address contributing truant factors
  • consult with County Truancy Team and/or request presence as SSP meeting - as available
  • check in with student & parent regarding SSP; assist with SSP as able

→ 5-7 days
  • hold meeting with student, parent, school staff – develop School Support Plan (i.e. Truancy Contract”)
  • Invite case manager/probation agent if open to these services
  • OBTAIN WRITTEN CONSENT TO COORDINATE SERVICES with appropriate Scott Co. services

→ 1 to 44 days - from initiation of SSP
  • delay truancy referral for this period; allow services/supports/interventions to marinade & 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;
  • no improvement; assessed as habitual truant → refer case to County Attorney’s Office & include all requirements of the referral
    □ SSP – initiated minimum of 45 days prior to referral or explanation for early referral
    □ Attendance Report
    □ release of information to share information with Community Services (not required)
    □ documentation of contacts with family, letters sent to parent/guardian and responses by parent regarding the school’s concerns

With WRITTEN CONSENT:
  □ information regarding students medical, mental health or chemical health needs
  □ IEP or 504 plan
  □ Any prior history with the family (even other children within the same family unit)
  □ A description of how the absences are affecting the student’s educational progress
  □ Recommendation on what services may be helpful to the student and family

→ NOTE:
  • Referrals made prior to the 45 days SSP period must provide documentation explaining reasons for early referral
  • Youth age 16 & 17 who are not on track to graduate do not meet conditions for a truancy referral

COUNTY ATTORNEY’S OFFICE RESPONSE

→ County Attorney’s Office receives truancy referrals,
  • examine referral if meets requirements – legally truant and required paperwork is attached
  • regardless of age, forward referral to Truancy Diversion when requirements are met
  • return referral to school and/or request Truancy Diversion Team to interface when referral does not meet requirements (i.e. contact school regarding referral; determine county action)
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 agent/worker to address truancy
  - TCM eligible? (MA/PMAP)
  - School location
  - Workload distribution
- notify school and County Attorney’s Office of truancy disposition (within 5 working days)

Student/Parent Notification (Pre-meeting)
- Telephone call to notify parent referral received from the County Attorney’s Office (at time of assignment)
- Send Truancy Notification Letter #1 (at time of assignment)
- No response – send Truancy Notification Letter #2 (within 7-10 working days)
- No response – send Truancy Final Notification #3 indicating referral to court if no response received by selected date (within 20-25 working days of initiating contact)

Diversion Intake Process (Initial Meeting – within 5 working days of 1st contact with family):
- Student and parent required to attend first meeting
- Explain reasons for meeting – truant behavior referred to County Attorney’s Office, diversion efforts
- Describe the Diversion Program; explain fees; Q & A
- Provide Overview of Diversion agreement
  - Youth & Parent do not agree to Truancy Diversion - close case; Refer to County Attorney’s Office
  - Counsel and release (supervisory approval required)
  - Youth & Parent agree to enter into a Diversion Agreement – open case

Diversion Case Opening Process (Initial Meeting):
- Complete standard consent; provide data privacy notifications; etc.
- Review Truancy Offense Report & Truancy Support Plan
  - Identify inaccuracies
  - Changes youth/family circumstances
  - Obtain additional information to understand all factors contributing to truancy
- Administer screening tool(s)
- Explain to youth/parent(s) next steps
  1. Determine service level – TCS vs TCM
  2. Develop Diversion Agreement – have youth & parent(s) sign
  3. Implement plan
  4. Monitor progress

Determine Service Level
- Examine type, severity, complexity and number of factors contributing to truant behavior
- Evaluate level of engagement by youth & parent(s) – pattern of follow-through
- Assess ability (or likelihood) that youth & parent are able to successfully participate with little direction

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