

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 marinate & 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

SERVICE DETERMINATION GRID

	TCS	
Poor History Follow-through	TCM	TCM
Willingness Abilities	TCS	TCS
	Low Severity/Complexity	High severity/complexity