

MASON-LAKE INTERMEDIATE SCHOOL DISTRICT TRUANCY PROCEDURES

Truancy is a symptom of many causes, i.e. child abuse, incest, neglect, delinquency, substance abuse, pregnancy, and others.

All districts and charter schools are encouraged to follow the county-wide attendance protocol. Factors to be considered in making the referral are: the age of the student, the frequency of the problem, indication of severe underlying problems, or failure to resolve the problem at the local school district level.

Local School District Procedure:

Before making a referral, the local school district shall:

- A. After 10 unverified absences - Determine the existence of an attendance problem. Make the family aware of the school policies and the Michigan Compulsory Attendance Law.
- B. Make initial contact with the parents/guardian and the child to discuss the problem.
- C. The appropriate school administrator and/or counselor will arrange a conference to be attended by the official, the parents and the child. The format of the conference should include (document for reference):
 1. Discussion of the problem in an attempt to find causal factors.
 2. Review of procedures to be followed in dealing with the problem.
 3. Eliciting cooperation of the family and having the parent initiate remedial action.
 4. Referring the student or family to an appropriate counseling resource if warranted.
- D. Possible counseling resources to be utilized by the school:
 1. School Counselor: Advisement of consequences, discussion and solution of school-related problems, determination of need for intervention by other services/agencies.
 2. Assistant Principal: Same as above.
 3. School Social Worker: On-going intervention aimed at resolving/presenting underlying problems related to truancy.
 4. School Psychologist: Use of testing to: Determine the nature of problems, issue recommendations, and facilitate changes in programs or placement.
 5. I.E.P.C. Meeting: When, and if, appropriate.
 6. Referral to appropriate outside community agency.
- E. After the school has complied with "C" above, had one personal contact with the family and employed one, or more of the counseling resources detailed in "D" without success, and the student has 5 additional unverified absences a second letter via registered mail must be sent to the parent(s)/guardian(s).
- F. The school must meet again with the family to determine resolution and make aware that additional unverified absences are an automatic referral to the prosecutor.
- G. Additional unverified absences (16 and beyond) – referral to the prosecutor via local law enforcement. Be sure to include copies of the Prereferral Checklist and all required attachments.