



Community Unit School District #205

..... *Helping Students Achieve Their Dreams*

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To: The Board of Education
Fm: Jennifer Hamm
Re: Revision to Absence Action Steps in the Code of Conduct
Date: 11/6/2018

In order to coordinate and support truancy prevention services with the Regional Office of Education's Truancy Program, we are recommending the following changes to the Action Steps in the Attendance Plan found on page 10 of the Student Code of Conduct.

Revised Action Steps:

Galesburg District #205 and the Regional Office of Education's truancy officers work collaboratively together to reduce chronic truancy in area schools. Letters regarding truancy will be sent from the Regional Office of Education when applicable and the school when applicable (see guidelines below). Truancy meetings conducted by school staff may include area truancy officers as well. The steps outlined below will be taken beginning when a student has 3 unexcused absences in a school year.

◆3rd Unexcused Absence:

- Designated school personnel will contact student and parent/guardian to discuss absences and discuss a plan to improve attendance. A letter from the Regional Office of Education will be mailed to the parent/guardian.

◆ 6th Unexcused Absences or 6 Combined Excused/Unexcused Absences:

- **6 Unexcused Absences:** A letter from the ROE will be sent to the parent/guardian requesting a meeting with school staff and the parent/guardian to discuss the student's attendance problem, interventions, and future consequences.
- **6 Combined Excused/Unexcused Absences:** A letter from the school will be sent to parent/guardian notifying the parent/guardian of the student's absences and requesting a meeting with school staff. If the number of unexcused absences is 3 or more, an additional letter will be sent from the Regional Office of Education. See the 3 day unexcused absences guidelines above.

◆ 9th Unexcused Absence or 9 Combined Excused/Unexcused Absences:

- **9 Unexcused Absences:** After a student's 9th unexcused absence, the Regional Office of Education will send a 3rd truancy letter and a Truancy Ticket for Chronic Absenteeism will be issued to the parent/guardian or the student depending upon age/grade of the student, parent involvement, etc.
- **9 Combined Excused/Unexcused Absences:** A letter will be mailed or hand-delivered to the parent/guardian, requesting a meeting to discuss the student's absences within 5 days of the receipt of the letter. If the number of unexcused absences is 3 or more, an additional letter will be sent from the Regional Office of Education. See the 3/6/9 day unexcused absences guidelines above.

At the attendance meeting, the parent/guardian, student, school officials and/or community support will develop an action plan to identify reasons for the absences and specific interventions to resolve issues.

- Any further absences will require a valid doctor's note.
- The student will be referred to school student support groups.
- Students age 7-17 referred to appropriate community authorities (ROE Truancy Program or Police Department).
- Student and/or parent/guardian subject to a citation beginning with 9th unexcused absence.

◆ **12th Unexcused Absence:**

- After a student's 12th absence, the school will contact the Regional Office of Education. The truancy officer will schedule home visits and conference calls with parents/guardians to ensure students are back in school.

◆ **15th Unexcused Absence:**

- Upon the 15th unexcused absence, the Regional Office of Education will send notice for the student and parent/guardian to appear before the County Truancy Review Board. The truancy officers will continue to make contact with parents/guardians to encourage students to return to school.

◆ **Petition Phase:**

- If after the Regional Office of Education has sent the notice to appear before the County Truancy Review Board and unexcused absences continue, the Regional Office of Education will refer the student and parent/guardian to the appropriate court for legal action.

Current Action Steps:

◆ **3rd Unexcused Absence:**

- ◆ Designated school personnel will contact student and parent to discuss absence and plan to improve attendance. A letter from the Regional Office of Education will be mailed to the parent/guardian.

◆ **6th Unexcused Absence:**

- ◆ Letter from the ROE will be sent to the parent/guardian requesting a meeting to discuss attendance problem, intervention, and future consequences.

◆ **7th Absence (combined excused/unexcused):**

- ◆ Letter sent to parent/guardian, notifying them of absences and requesting a meeting if one was not held at the fifth unexcused absence.

◆ **10th Absence (combined excused/unexcused):**

- ◆ Letter mailed or hand-delivered to parent, requesting they schedule a meeting to discuss absences within 5 days.
- ◆ Meeting and/or discussion held with parent/guardian, student, school officials and/or community support to develop action plan to identify reasons for absences and specific interventions to resolve issues.
- ◆ Any further absences will require a valid doctor's note.
- ◆ Students referred to school student support groups.
- ◆ Students age 7-17 referred to appropriate community authorities (ROE Truancy Program or Police Department).
- ◆ Student and/or parent/guardian subject to a citation beginning with 10th unexcused absence and any subsequent unexcused absences.
- ◆ Make connection with student and parent/guardian for 11th, 12th, 13th, and 14th absences.

Further consequences may be imposed for additional absences per the District's Attendance Plan.

