

500.16 TRUANCY

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Children between the ages of five **(5)** and sixteen **(16)**, as of September 15, residing in the Glenwood Community School District are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction pursuant to state law (Iowa Code 299.1A)(2)(2013). ~~Students are expected to attend school for the minimum number of 160 days per year established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse.~~

Truancy will not be tolerated by the Board. Each student handbook will define truancy for that building. Students are subject to disciplinary action for truancy, including but not limited to, detention, retention, alternative placement, release to human services, guidance counselor, intervention School Officer Liaison/Truancy Officer, intervention team or other appropriate third parties. ~~It shall be within the discretion of the principal or the superintendent, or either's designee, to determine, in the light of the circumstances, whether a student may make up work missed because of truancy.~~ The principal/designee shall notify the intervention School Officer Liaison/Truancy Officer when a student is truant. The ~~truancy resource~~ School Officer Liaison/Truancy Officer, principal or other school official will investigate the cause for a student's truancy and attempt to ensure the student's attendance.

The district designees will work with students and families to increase the likelihood that a student struggling with attendance will improve in this area. Each situation will be treated as unique. If a pattern of poor attendance exists, the district designee will:

- Follow the district's current guidelines for attendance (5-10 day communication)
- Meet with families and create and carry out plans to intervene and improve the situation (Exhibit 2 - 500.16E2 - an Attendance Cooperation Agreement will be used to document the plan)
- Contact families frequently about improvement or lack thereof regarding attendance.

If the pattern of poor attendance continues, a recommendation for mediation with the County Attorney (or their representative) will occur. If mediation has occurred one time previously, a recommendation will be made by the district designee to mediate for a final time. A recommendation will then be made to the County Attorney to establish an agreement that will last until the student reaches compulsory age.

In case of a student's refusal to attend school, the resource School Officer Liaison/Truancy Officer may take the student into custody. A student taken into custody will be placed within the custody of the principal. The ~~intervention~~ School Officer Liaison/Truancy Officer shall attempt to contact parents of a student taken into custody. If the ~~intervention~~ School Officer Liaison/Truancy Officer, principal or other school official is unable to secure

the truant student's attendance, the ~~intervention~~ **School Officer Liaison/Truancy Officer**, principal or other school official should discuss the next step with the ~~school board~~ **Superintendent**. If after ~~school board~~ administrative action, the student is still truant, the **School Officer Liaison/Truancy Officer**, principal or other school official will refer the matter over to the County Attorney for students of compulsory attendance age. ~~The school will participate in mediation if requested by the county attorney.~~

The Superintendent/designee will represent the School District in mediation. **In the event mediation is required, the district designee will:**

- **Complete Exhibit 3 (500.16E3) and request a formal mediation meeting with the family and County Attorney.**

The School District will monitor the student's compliance with the Mediation Agreement and will report violations **(Form 3 - 500.16F3)** of the Mediation Contract to the County Attorney for possible prosecution. Regulations for this policy are outlined in the student handbook for each attendance center.

*Adopted: 03/12/12

*Reviewed: 08/11/14

*Revised: 09/14/15

*Revised: 11/14/16

500.16E1 LETTER TO PARENT/GUARDIAN(S) REGARDING ATTENDANCE

Date _____

Dear Parent/Guardian(s),

The Board of Education policy states that the following actions will occur regarding cumulative absences;

- Parent/Guardian will be contacted by the ~~Tuancy~~ **School Officer Liaison/Tuancy Officer** /School Administrator when the student reaches five (5) or more absences. Contact will only be made if the student has reached five (5) or more absences by the end of the first semester.
- A Letter from the building principal sent after the 10th absence from school. ~~Tuancy~~ **School Officer Liaison/Tuancy Officer** will also contact the parent/guardian and student.
- **An Attendance Cooperation Agreement** ~~A mediation meeting between the parent, School Officer Liaison/Tuancy Officer resource officer, and building principal/designee~~ **may occur if attendance does not improve.** ~~after the 15th absence. A detailed student attendance contract will be developed.~~
- Any breach of the terms of the **Agreement** ~~contract~~ by the student or parent(s) after the 20th absence may result in a referral to the County Attorney **for formal mediation**. ~~Regular attendance is essential for students to obtain the maximum opportunities and benefits from the education program.~~

The purpose of this letter is to ONLY inform you of the number of absences and truanicies you child has accumulated so far this year.

As of _____, your child, _____ has missed 10 days of school. We understand there are times and circumstances requiring your child to miss school, and we also understand you are likely aware of the number of days missed by your child. However, the Board of Education believes it is imperative students are in attendance and are ready to learn. Therefore, this letter is sent to you as a reminder and to encourage you to make necessary adjustments in order to avoid further consequences as outlined in the school district attendance policy.

If you have any questions, concerns, or if you need clarification on the Board of Education policy please contact us. Thank you for your continued efforts and support of the Glenwood Community School District.

Sincerely,

Principal Building
Address

Cc: Intervention Officer

*Adopted: 03/12/12

*Revised: 05/14/12

*Revised: 08/11/14

*Revised: 07/13/15

*Revised: 09/14/15

*Revised: 11/14/16

500.16E2 GCSD ATTENDANCE COOPERATION AGREEMENT

GCSD Attendance Cooperation Agreement **Pursuant to 299.12 of the 2013 Code of Iowa**

WHEREAS, 2013 Code of Iowa Chapter 299.12 sets forth procedures for an attendance cooperation agreement if a child is not in compliance with the attendance requirements as set out in 299.1

WHEREAS, in accordance with Chapter 299 of the 2013 Code of Iowa, _____, as School Officer Liaison/Truancy Officer at _____ School in Mills County, has referred _____, hereafter referred to as “student”, whose parents/guardians are _____ hereafter referred to as “parents”, to the Mills County Attorney’s Office for an Attendance Cooperation Agreement all in accordance with Iowa Law, and

WHEREAS, the parties hereto have reached an agreement pursuant to an Attendance Cooperation Meeting, and

WHEREAS, the terms and conditions of the agreement are set forth below, and,

WHEREAS, it is the finding of the School Officer Liaison/Truancy Officer that the parties have reached an agreement in accordance with 299.12 as follows:

- 1. The student and parent will comply with the attached Agreement, which is marked Form 1 (500.16F1) attached hereto and incorporated by reference.**
- 2. This Agreement applies to the rest of this school year, as well as subsequent school years until the child has reached the age of mandatory attendance as required by 2013 Code of Iowa Section 299.12.**
- 3. This Agreement also applies if the student changes school districts or schools within the State of Iowa.**
- 4. The student and parent acknowledge that if either violates the Agreement, then they may be referred for Mediation under 299.5A of the Code of Iowa.**
- 5. The student and parent further acknowledge that they have received a copy of the Attendance Agreement, which sets forth the settlement of all the issues and further responsibilities.**

*Adopted: 11/14/16

500.16F1 GCSD TRUANCY DIVERSION CONTRACT SCHOOL
ATTENDANCE CONTRACT - ATTENDANCE COOPERATION
AGREEMENT (FORM 1)

Child's Name: _____ DOB: _____ Age: _____ Grade: _____

School: _____ School Contact & Phone: _____

Truancy Officer: _____

Parent / Legal Guardian: _____

~~The parent admits that the child meets the legal definition Truancy and has been notified of possible consequences upon violation of this agreement.~~

THE PARENT/GUARDIAN SHALL:

- ___ 1. Get your child to school every day and on time.
- ___ 2. Escort and attend school with your child (if deemed appropriate).
- ___ 3. Do not remove your child from school early without providing the school a valid excuse.
- ___ 4. Follow the agreed upon plan in regards to absences due to medical issues/illness:
 - ___ Provide school with written verification by doctor/medical advisor ~~after 15 absences.~~ Written verification should include exact nature of illness and the exact date and times that the student will need to miss school. Child must be seen in the office by a Doctor/LMHP/Physician Assistant.
 - ___ Send your child to school to be **seen by school health worker and** checked/released if ill.
 - ___ Have your child examined/treated by doctor/medical advisor.
 - ___ Inform the school/nurse/principal about medication prescribed and taken by the child.
- ___ 5. For all absences, contact the school to explain the absence.
- ___ 6. Participate in the following parenting and counseling programs:
 - ___ 7. Ensure all homework is completed and returned to school promptly as directed.
 - ___ 8. Attend all meetings scheduled by the school.
 - ___ 9. The parent will sign a release of information to the Doctor/LMHP/Physician Assistant/Nurse for the school if Requested.
 - ___ 10. Other:

THE STUDENT SHALL:

- ___ 1. Attend school and all assigned class periods every day.
- ___ 2. See the school nurse or other medical professional for all illness absences.
- ___ 3. Participate in the following counseling and educational programs:
- ___ 4. Other:

The following signatures indicate an agreement to the Attendance Cooperation Agreement and of the above expectations. I/we understand that if I/we fail to abide by its terms, I/we can be referred to the County Attorney for Truancy Mediation as provided in 299.5A Code of Iowa.

Student: _____ **Date:** _____

Parent Guardian: _____ **Date:** _____

School Official: _____ **Date:** _____

School Officer Liaison/Truancy Officer : _____ **Date:** _____

***attach School Intervention Plan if applicable**

That the parent/guardian understands the school policy regarding absences.

That this agreement will be in effect beginning _____ until the last day of school _____.

TO THE STUDENT, PARENT(S)/GUARDIAN(S):

I/We agree to participate in the above agreement and understand that if I/we fail to abide by its terms, I/we can be referred to the County Attorney and to Juvenile Court. No Court action will be taken if the parent/child successfully completes the Truance Mediation Program.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

School Official: _____ Date: _____

Other: _____ Date: _____

*Adopted: 08/11/14

500.16E3 COMPULSORY ATTENDANCE MEDIATION CONTRACT PURSUANT TO 299.5A OF THE 2012 CODE OF IOWA (EXHIBIT 3)

WHEREAS, 2012 Code of Iowa Chapter 299.5A sets forth procedures for mediation if a child is a Truant as defined in Section 299.8 and

**WHEREAS in accordance with Chapter 299 of the 2012 Code of Iowa,
_____, principal at _____ School in Mills County, has referred
_____, hereafter referred to as “student”, whose parents/guardians are
_____ hereafter referred to as “parents”, to the Mills County Attorney’s Office
for mediation all in accordance with Iowa Law, and**

WHEREAS, the parties hereto have reached an agreement pursuant to mediation, and

**WHEREAS, the terms and conditions of the mediation agreement are set forth below,
and,**

**WHEREAS, it is the finding of the mediator that the parties have reached an agreement in
accordance with 299.5A as follows:**

- 1. The student and parent will comply with the attached Contract, which is marked Form “2” (500.16F2) attached hereto and incorporated by reference.**
- 2. This student contract applies to the rest of this school year, as well as subsequent school years, as required by 2012 Code of Iowa Section 299.1A.**
- 3. This student contract also applies if the student changes school districts or schools within the State of Iowa.**
- 4. The student and parent acknowledge that if either violates the Mediation Contract, then they may be punished under 2011 Code of Iowa 299.6 and 299.6A, Exhibit “5” (500.16E5) attached.**
- 5. The student and parent further acknowledge that they have received a copy of the Mediation Contract, which sets forth the settlement of all the issues and further responsibilities.**

500.16F2 STUDENT MEDIATION CONTRACT

Student: _____ **Birthdate:** _____

Grade: _____ **School:** _____

DATE OF MEDIATION HEARING:

PARENT CONTRACTED ACTION:

1. Parent will have the child attend all classes everyday during the school year, unless properly excused with a physician's note, or by the school administration. This includes:
 - a. The physician's note must include the exact nature of the illness and the exact date and times that the student will need to miss school. Any follow up appointments should be noted, as well as limitation of involvement/activity during the school day. Child must be seen in the office by a Doctor/LMHP/Physician Assistant.
 - b. The parent will sign a release of information to the Doctor/MHP/Physician Assistant/Nurse for the school if requested.
 - c. If the student is sick or feeling sick, and a physician has not been consulted to excuse the student, the student is expected to go to school and consult the school health personnel. This person will make the determination as to whether the student should be excused from school for that specific day.
 - d. All doctor's notes must be turned in to the school no later than 3 days after the missed class time.

2. Parent will cause child to attend school on time with no unexcused tardies. Tardies can be counted as truant and may result in legal action being taken.

3. Parent agrees to allow the Mills County Attorney's office access to attendance/discipline records of the child. This information may be accessed via written or electronic access.

CHILD EXPECTED BEHAVIOR:

1. To use appropriate and acceptable behavior with the school staff and other students. This behavior is outlined in the GCSD Code of Conduct, and each school's handbook.
2. To ask for make-up work when absent, to complete that work, and turn it into the individual teacher in a timely manner.
3. To take the necessary materials and completed assignments to each class, each day.
4. To be in bed and wake up by a reasonable time on school days.
5. To be at the bus stop on time, if applicable.

The following signatures indicate an agreement to the Mediation Contract and of the above expectations.

Student _____ **Date:** _____

Parent(s) _____ **SS#** _____ **DOB:** _____

School Admin _____ **Date:** _____

Mediator _____ **Date:** _____

*Adopted: 11/14/16

500.16E4 DOCTOR'S NOTE TO SCHOOL

Note: All items must be filled out completely by the Doctor/Nurse. Child MUST be seen in the office by a Doctor/LMHP/Physician Assistant

DATE: _____

NAME OF STUDENT: _____

LOCATION OF VISIT: _____

PARENT: _____

DR. SEEN: _____

TIME IN/OUT: _____

SEEN TODAY FOR: _____

MAY RETURN TO SCHOOL (circle one): IMMEDIATELY or on _____

WITH THE FOLLOWING RESTRICTIONS (if any)

DOCTOR'S SIGNATURE: _____

Note to Parents: The school may verify this note with the doctor's office to ensure accuracy.

*Adopted: 11/14/16

**500.16F3 - RECOMMENDATION FOR REFERRAL TO COUNTY
ATTORNEY FOR VIOLATION OF STATE MANDATORY
ATTENDANCE LAW**

**Recommendation for referral to County Attorney for violation
of state mandatory attendance law.**

**(Items marked with an * should have written documentation attached.)
(Please Print.)**

Referring Administrator:

Name of Student: _____ **DOB:**

School:

Grade Level:

Name of Parent(s)/Guardians:

Address of Mother:

Address of Father:

Home Phone:

***Total current year full day absences: (attach attendance printout to this form)**

***Total current year partial day absences in excess of two hours:**

***Total tardies:**

Previous years' attendance issue (optional):

**The following attempts have been made by the school to notify the parent of
concerns and attempt to resolve attendance concerns (all are not required) attach
separately if needed:**

Dates of written notice to the family:

Dates of phone contacts and person making contact:

Dates of conference at school and person conducting the conference:

Dates of home visits and person conducting visit:

Other interventions:

Other concerns (ex: inadequate medical excuses). May include additional attachments:

Date:

PLEASE INCLUDE PRINTOUT OF ATTENDANCE WITH THIS REFERRAL. EMAIL TO COUNTY ATTORNEY attorney@millscoia.us

*Adopted: 11/14/16

500.16E5 - EXHIBIT 5 - 2011 Code of Iowa 299.6

299.6 VIOLATIONS - COMMUNITY SERVICE OR FINE OR IMPRISONMENT.

Any person who violates a mediation agreement under section 299.5A, who is referred for prosecution under section 299.5A and is convicted of a violation of any of the provisions of sections 299.1 through 299.5, who violates any of the provisions of sections 299.1 through 299.5A, for first offense, is guilty of a simple misdemeanor.

A first offense conviction is punishable by imprisonment not exceeding ten days or a fine not exceeding one hundred dollars. The court may order the person to perform not more than forty hours of unpaid community service instead of any fine or imprisonment.

A person convicted of a second violation is guilty of a serious misdemeanor. A second offense conviction is punishable by imprisonment not exceeding twenty days or a fine not exceeding five hundred dollars, or both a fine and imprisonment. The court may order the person to perform unpaid community service instead of any fine or imprisonment.

A third or subsequent offense is a serious misdemeanor and a conviction is punishable by imprisonment not exceeding thirty days or a fine not exceeding one thousand dollars, or both a fine and imprisonment. The court may order the person to perform unpaid community service instead of any fine or imprisonment.

If community service is imposed as part of a sentencing order, the court may require that part or all of the service be performed for a public school district or nonpublic school if the court finds that service in the school is appropriate under the circumstances.

If a parent, guardian, or legal or actual custodian of a child who is truant, has made reasonable efforts to comply with the provisions of sections 299.1 through 299.5, but is unable to cause the child to attend school, the parent, guardian, or legal or actual custodian may file an affidavit listing the reasonable efforts made by the parent, guardian, or legal or actual custodian to cause the child's attendance and the parent, guardian, or legal or actual custodian shall not be criminally liable for the child's nonattendance.

*Adopted: 11/14/16

500.16R1 TRUANCY REGULATIONS

Attendance in school is considered extremely important for the success of students in their academic work. Students will be required to be in school a minimum number of days. This number will be no less than 160 days. The following action will take place with absences that are considered as truant from school.

The ~~truancy~~ **School Officer Liaison/Truancy Officer** /school administrator will contact the parent/guardian of a student who has missed five (5) cumulative days at their respective attendance center and has not had previous mediation for truancy. Contact will be made only if the student has reached five (5) absences by the end of the first semester.

If the student reaches ten (10) absences, the building principal will send a letter and/or the **School Officer Liaison/Truancy Officer**. ~~The Truancy Officer~~ will contact the parent/guardian and the student regarding the absences. An ~~intervention~~ **Attendance Cooperation** meeting will take place between the parent, ~~intervention~~ **School Officer Liaison/Truancy Officer** and building principal/designee, and student as appropriate, when the student has missed ~~fifteen (15)~~ **between ten (10) and nineteen (19)** cumulative days of school, as determined by the building principal **and/or School Officer Liaison/Truancy Officer** . At this meeting a detailed student specific Attendance **Cooperation Agreement** will be developed. This **Agreement Contract** will include such terms as consequences for breach of the **Agreement Contract** up to and including referral to the County Attorney for **formal Mediation Contract development prosecution** which may happen upon the student missing the twentieth (20) cumulative day of school.

The ~~intervention~~ **School Officer Liaison/Truancy Officer** will be responsible for the attendance of students in kindergarten through 16 years of age. (students who turn 16 years of age during the school year must complete that year under compulsory attendance law.) The ~~intervention~~ **School Officer Liaison/Truancy Officer** will do the following:

- Monitor daily attendance w/assistance from building secretaries;
- Mediate at required parent conferences;
- Refer parents to the County Attorney;
- Investigate and monitor persons referred to the County Attorney;
- Represent the Glenwood Community School District in any court proceedings.

~~The intervention officer will inform the superintendent of any scheduled mediation meetings.~~

*Adopted: 03/12/12

*Revised: 05/14/12

*Revised: 08/11/14

*Revised: 09/14/15

*Revised: 11/14/16