

TRUANCY POLICY

RICHLAND COUNTY

2015 - 2016

Authored by: Amanda Coorough, MSSA, CISW

RICHLAND COUNTY TRUANCY POLICY

| | |
|--|--------------|
| INTRODUCTION | 4 |
| <i>Law.....</i> | <i>4</i> |
| <i>History.....</i> | <i>4</i> |
| <i>Effective Date</i> | <i>4</i> |
| <i>Record of Policy Updates</i> | <i>4</i> |
| STATEMENT OF POLICY..... | 5 |
| <i>Attendance Philosophy</i> | <i>5</i> |
| <i>Definitions</i> | <i>5</i> |
| <i>Excused Absences</i> | <i>5-6</i> |
| <i>Unexcused Absences</i> | <i>6-7</i> |
| <i>Attendance Office(r)</i> | <i>7</i> |
| <i>Mission of the Truancy Committee</i> | <i>7-8</i> |
| <i>Commitment by Agency</i> | <i>8</i> |
| <i>School Efforts.....</i> | <i>8-9</i> |
| <i>Health and Human Service Efforts.....</i> | <i>9</i> |
| <i>Law Enforcement Efforts</i> | <i>9</i> |
| <i>District Attorney Efforts.....</i> | <i>9</i> |
| <i>Circuit Court Efforts</i> | <i>9</i> |
| GENERAL TRUANCY REFERRAL POLICY (ages 12 yrs and up)..... | 9 |
| <i>Citation Process</i> | <i>9-10</i> |
| <i>First Offense</i> | <i>10</i> |
| <i>Second Offense</i> | <i>10-11</i> |
| <i>Continued Non-Compliance</i> | <i>11</i> |
| <i>Guidance for Referral to RCHHS.....</i> | <i>12</i> |
| <i>Action Against Parents</i> | <i>12</i> |
| <i>Diversion Hearings.....</i> | <i>12-13</i> |
| <i>Second and Subsequent Referrals</i> | <i>13-14</i> |

| | |
|--|-----------|
| APPENDICES | 15 |
| 1.1 Truancy Report Instructions | 16 |
| 1.2 Truancy Report Example..... | 17-19 |
| 1.3 Non-Law Referral Form (State of WI, Circuit Court form JD-1702)..... | 20 |
| 1.4 Truancy Guide for Students and Parents | 21 |
| 1.5 List of Potential Sanctions | 22 |
| 1.6 Flow Chart | 23 |
| 1.7 Richland County Truancy Committee (Members List..... | 24-26 |

INTRODUCTION

Law

In accordance with Wisconsin Statutes, Chp. §118 (General Operation of Schools) and Chp. §938 (Children's Code), all counties in the State of Wisconsin shall convene school truancy committees under the direction of the superintendent of the school district which contains the county seat. This section of the school code provides direction on the membership of this committee and mandates the committee to make recommendations to the school boards of all the school districts in the county on the content of the truancy plan. This process was to be implemented by February 1, 1989.

History

The last review of the existing truancy policy of record was conducted in December of 2004. Since that time, the truancy committee has met sporadically, particularly when truancy becomes an increased issue within the county. The truancy committee has included representatives from school districts of the county, law enforcement from each municipality, Health and Human Service representatives, the District Attorney's office, and Richland County Circuit Court.

The plan detailed in this policy was established and incorporated by the truancy committee to examine existing truancy referral practices, the structure supporting the sanction and rehabilitation of truant youth, and to reinvigorate activity by the committee to make the plan more effective and responsive to truancy problems within Richland County schools.

Effective Date

The effective date of this Richland County Truancy Plan shall be August 1, 2015.

Record of Updates

00/00/2017

STATEMENT OF POLICY

This policy is intended to implement the purpose of the statutes. To the extent that this policy conflicts with the statutes now or in the future, the statutes will supersede this policy. Failure to follow this policy shall not deprive the court of jurisdiction to act in any case involving a student alleged to be truant or habitually truant.

Attendance Philosophy

It is the philosophy of every member agency of the truancy committee that regular school attendance is essential to school success. Frequent absence from school is one of the number one reasons that youth have poor achievement and discouragement in school. Students cannot expect to achieve their full potential if they frequently miss class sessions.

It is the legal and moral responsibility of parents, guardians, or legal custodians to ensure regular school attendance. This pattern is established early on through the attitude and support of the school, as shown by the caregiver(s). School and community resources must be available to give support to caregivers as needed to ensure regular school attendance.

In order to ensure a brighter future for our community, we must come together to embed the philosophy that strong communities are built upon an educated population, and that getting a good education is based on achieving good attendance.

Definitions

Truant is defined by Wis. Stat., s. §118.163(1)(d), and by Richland County Truancy Ordinances, s. 1989-4 and 1999-33, as “a pupil who is absent from school without an acceptable excuse...for all or part of any day on which school is held during a school semester.”

Habitual Truant is defined by Wis. Stat., §118.16(1)(a), and by Richland County Truancy Ordinances, s. 1984-4, 1989-4 and 1999-33, as “a pupil who is absent from school without an acceptable excuse...for all or part of 5 or more days on which school is held during a school semester.”

Excused Absences shall consist of the following;

- a) *Personal illness, however, a note from a doctor, school nurse or county nurse may be required after three consecutive absences.*
- b) *Serious illness in the family*
- c) *Death in the immediate family and/or a funeral for an immediate family member*

- d) Medical, dental, chiropractic, or other pre-approved professional appointments, which should not exceed a half-day. Parents/ guardians are requested to make their appointments during non-school hours, if at all possible.*
- e) Religious holidays*
- f) Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the principal or designee prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parents/ guardians accompaniment are not excused absences.*
- g) A court appearance or other legal procedure which requires the attendance of the student.*
- h) Quarantine as imposed by a public health officer.*
- i) Attendance at special events of educational value as approved by the principal or the designee such as college visits, military tests, and physical examinations.*
- j) If a student is absent, either excused or unexcused for more than 10 days in a semester, the school attendance officer may notify the parent/guardian of the student that any further absences must be validated with a note signed by a physician or other medical professional, a mental health provider, a police officer, social worker, probation officer, lawyer or judge in order to be considered excused.*
- k) Special circumstances that show good cause and are approved in advance by the principal or his/ her designee.*
- l) A child excused in writing by his or her parent or guardian before the absence. The school board may require a child excused under this paragraph to complete any course work missed during the absence within two days of returning to school. A child may not be excused for more than 10 days in a school year under this paragraph.*
- m) Students with excused absences shall have an opportunity to make up school work that was missed. As a guideline, school work should be made up within a period of twice the number of days missed.*

Unexcused Absences shall consist of the following;

All absences not defined above as excused absences shall be considered to be unexcused absences.

A student with an unexcused absence may not receive credit for class work missed during the absence, but will be allowed to make up a major unit, quarter, or semester examinations or evaluation tools.

Attendance Office(r)

An individual shall be designated by each school board as the formal attendance officer for each school in the district. The school attendance officer shall record and keep records of excused and unexcused absences.

The school attendance officer shall provide to the parent/ guardian all notices required by statute or by this policy. Notification, as required by law, shall consist of the school notifying the parent/ guardian of a habitual truant by registered or certified mail, when the child initially becomes a truant in their attendance.

The notice shall include all of the following:

- a) A statement of a parent/ guardian's responsibility, under s. §118.15(1)(a), to cause the child to attend school regularly.*
- b) A statement that the parent/guardian or youth may request program or curriculum modifications for the child under s. §118.15(1)(d), and that the youth may be eligible for enrollment in a program for children at risk under s. §118.153(3).*
- c) A request that the parent or guardian meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school, personnel with whom the parent/ guardian should meet, a date, time and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time or place if this is not convenient.*
- d) A statement of the penalties, under s. §118.15(5), that may be imposed on the parent/ guardian if he or she fails to cause the child to attend school regularly as a required under s. §118.16(2)(c) do not apply.*

Mission of the Truancy Committee

The truancy committee is given the charge of making recommendations to the school boards of all the school districts in Richland County concerning the items which must be included in a school district's truancy plan. From the recommendations each district is to adopt a truancy plan.

Each school district's truancy plan is to include:

- (1) Procedures for notifying parent/ guardians of absences of truants or habitual truants and meeting and conferring with such persons.

- (2) Plans and procedures for identifying truant children of all ages and returning them to school.
- (3) Methods to increase and maintain public awareness of and involvement in responding truancy.
- (4) The immediate response to be made by school personnel when a truant child is returned to school.
- (5) The types of truancy cases to be referred to law enforcement or human services for action and recommendation.
- (6) Plans and procedures to coordinate the responses to the problems of truants and habitual truants with public and private service agencies.
- (7) Methods to involve the truant child's parent/guardians in dealing with and solving the child's truancy problem.

The truancy committee and the school boards are required to identify factors which contribute to truancy in the county or school district. The truancy committee and the school boards are also directed to identify state statutes, municipal ordinances, or school or social service policies that contribute to or inhibit the response to truancy and make recommendations for state legislation or local policy that will assist in dealing with truancy.

Commitment by Agency

School Efforts

The school board attendance policies shall be communicated as follows;

- A) A copy of both the school district's attendance policy and the Richland County Truancy Policy shall be sent home with each student at the beginning of the school year.
- B) A copy of the school district's attendance policy shall be put in the local paper just prior to the start of each school year. If no local paper exists for the community, the attendance policy shall be sent home via a school newsletter. A contact person shall also be listed to answer any questions dealing with the school district's attendance policy.
- C) New students and transfer students shall be given a copy of the attendance policies on the day that they start school. These attendance policies shall also be explained to them by the attendance officer or his/ her designee.
- D) The attendance policies for the district shall be reviewed with the students at the beginning of the year as part of an orientation, group assembly, class meeting or other small or large group meeting.

- E) School boards shall specify what types of absences shall be excused or unexcused for their particular district. It is recommended, however, that the definitions for excused and unexcused absence be adopted by all Richland County school districts to ensure consistency throughout the county in dealing with the truant and habitually truant students.

Health and Human Service Efforts

The Richland County Health and Human Services, Children and Adolescent Services Team, will take such action under Wis. Stat. §938.13 and §938.355(6)(2)(d), and Richland County Circuit Court juvenile polices as is appropriate in each case that is referred for habitual truancy, including requesting the filing of a petition alleging that the habitual truant is a juvenile in need of protection or services (JIPS). Richland County Health and Human Services will make available the Richland County Truancy Policy on its external websites for public access.

Law Enforcement Efforts

Law enforcement shall assist to the extent possible in carrying out the policies set forth by the Richland County Truancy Committee. Each law enforcement agency will make available the Richland County Truancy Policy on its external websites for public access.

District Attorney Efforts

The Richland County District Attorney or Assistant District Attorney will assist to the extent possible in carrying out the policies set forth by the Richland County Truancy Committee.

Circuit Court Efforts

The Richland County Circuit Court will assist to the extent possible consistent with their legal and ethical obligations to carry out the policies set forth by the Richland County Truancy Committee.

GENERAL TRUANCY REFERRAL POLICY (AGES 12 YRS AND UP)

Students who are truant are negatively impacting upon their education and future. These students will be issued a citation to appear in court, which is mandatory for the student and at least one parent/guardian, and will, if found by the court to be truant, be subject to the following;

Citation Process

- i. The citation will be issued under the Richland County Ordinance, 1989-4 and 1999-33, as those ordinances now exist or are hereafter modified or amended.

- ii. Even though some municipalities may have ordinances prohibiting truancy, it is felt by the truancy committee that all school districts should use the Richland County ordinance. By using a single ordinance, more consistency in the referral and prosecution of violations will exist. All prosecutions will come out of a single office, and a single office will be responsible for follow up.
- iii. The school attendance officer or designee will complete the Truancy Report and submit it to the appropriate law enforcement agency.
- iv. The appropriate law enforcement agency will issue a citation to the student which will direct the student to appear before the Circuit Court on the first available Thursday at 3:45 pm, or such other time as directed by the Court.

First Offense

- i. Mandatory attendance at a diversion hearing with the Judge and the Assistant DA; juvenile intake worker and school representative will be present.
- ii. A forfeiture of not more than \$50.00, plus costs if applicable (under age 14 yrs); fines may be stayed if the juvenile is compliant with diversion. In cooperating schools that operate a form of attendance for dollars program, fines to the student may be paid in this manner upon agreement of the district attorney and court.
- iii. Consideration of a citation to be filed for contributing to truancy against the parent/guardian.
- iv. All or part of the forfeiture will be assessed against the student and the parent/guardian.
- v. The establishment of a curfew to be enforced by the parent/ guardian.
- vi. The restriction of the juvenile's use of electronic devices from 8:00 pm until 8:00 am, to be enforced by the parent.
- vii. Once a month, unannounced report with a juvenile worker at the school site to review progress on diversion agreement.
- viii. Mandatory attendance at a school meeting for the juvenile and their parent/guardian. The juvenile worker will be in attendance.
- ix. If the student and/or parent/guardian fail to appear, a daytime capias will be issued.

Second Offense

- i. The school district will update the Truancy Report and complete the non-law referral (from JD-1702, see appendix). This will be submitted to Health and Human Services for action.
- ii. Upon receipt of the updated Truancy Report and non-law referral the juvenile worker will recommend the Assistant DA revoke the diversion agreement and implement the fines from the first offense.
- iii. The Assistant DA will review the diversion agreement to determine if amendment is needed, and upon finding that no amendment would suffice, revoke the diversion agreement and file a Juvenile in Need of Protection and Services (JIPS) order. If amendment

is appropriate the Assistant DA will revise the agreement with the original parties and deny the request to file for JIPS.

- iv. An electronically monitored curfew overseen by a juvenile worker.
- v. A 90 day suspension on use of all portable electronic devices while not engaged in school programming with a requirement to forfeit any personal devices belonging to the juvenile over to the juvenile worker for the duration of suspension period. Suspension period may be carried out all or in part, at the discretion of the juvenile worker.
- vi. Revocation of work and/ or driving permits.
- vii. Suspension of any licenses or the ability to pursue licenses for a period no less than 30 days and no more than the length of JIPS supervision.
- viii. Weekly, announced and unannounced report with the juvenile worker at the school site and at the home address.
- ix. An order for the parent to attend school with the student.
- x. For second or subsequent offenses committed within twelve months of a previous violation, a forfeiture of not more than \$100, plus costs, subject to a cumulative forfeiture amount of not more than \$500 plus costs for all violations committed during a school semester.
- x. All or part of the forfeiture, plus costs, will be assessed against the student and the parent/guardian of the student. In cooperating schools that operate a form of attendance for dollars program, fines to the student may be paid in this manner upon agreement of the district attorney and court.
- xi. If the student and/ or guardian fail to appear, a daytime capias will be issued.

Continued Non-compliance

- i. The juvenile worker will recommend that the Assistant DA file for sanctions on any further non-compliance with regards to truancy.
- ii. The juvenile will be ordered to stay in a non-secure facility from 4:00 pm on Friday until 8:00 pm on Sunday. Transportation fees will be provided by or billed to the parent/ guardian of the juvenile. Placement costs may also be billed to the parent/ guardian.
- iii. The juvenile will be ordered to report to the juvenile worker from 3:45 pm until 5:30 pm twice weekly during THRIVE activities for the purpose of completing community service and juvenile rehabilitation programming under the supervision of Health and Human Services.
- iv. If not already filed, a citation for contributing to truancy to be considered against the parent/ guardian of the juvenile.
- v. An extension may be granted for the further suspension of the juvenile's personal electronic devices.
- vi. An extension may be granted for the further suspension of the juvenile's driver's license or ability to pursue a driver's license.

Guidelines for Referral to Richland County Health and Human Services

- a. Law enforcement will notify the Juvenile Intake Worker that a youth has been ordered to court for a citation by sending a copy of the Truancy Report.
- b. The Juvenile Court Intake Worker will attend the Diversion Hearing to hear the evidence, meet the family and receive the signed Diversion Agreement.
- c. The Juvenile Court Intake Worker will document the case in the relevant electronic record system (services screen out in ewisacwis with file location reference, create file in COMPAS).
- d. Upon receipt of a non-law referral and updated Truancy Report for a subsequent truancy referral, the Juvenile Intake Worker will recommend that the Assistant DA revoke the Diversion Agreement and file a JIPS petition for supervision.

Action against Parents

Any referral for truancy may include a recommendation that a parent/ guardian of a student who by any act or omission knowingly encourages or contributes to the truancy of a child be investigated by the District Attorney and prosecuted if warranted. Any parent/ guardian may be ordered by the court to attend school with their student and may be subject to contempt proceedings for violation of such an order.

Diversion Hearing – Process

Where a youth has been mandated to attend court due to receiving a citation, a diversion hearing will be conducted. The hearing will be presided over by the circuit court judge and attended by the Assistant DA as a means for reviewing what efforts have already been exhausted by the school to increase school participation.

The diversion hearing will be mandatory for the student, their parent/caregiver, and a school attendance officer (or representative), to report all findings of evidence regarding the truancy referral. A juvenile intake worker will be in attendance to hear the evidence and receive the diversion agreement conditions.

The process of the diversion hearing will look as follows;

1. The court will convene diversion hearings for truant youth weekly on Thursdays at 3:45pm.
2. The Assistant DA will meet with the juvenile, parent/ guardian and school representative to review the citation from law enforcement and the Truancy Report from the school prior to the diversion hearing to draft a diversion agreement.

3. The Assistant DA will present the diversion agreement to the court, with all parties present, for the court's review, edit, and order.
4. A school representative will be present to answer any questions and speak to their efforts to resolve the truancy with the juvenile and the parent/ guardian.
5. A juvenile intake worker will be present to observe the hearing and receive notice of the diversion agreement.
6. Within 5 business days, the school will convene a school meeting with the juvenile, parent/ guardian, and the juvenile intake worker. This meeting will incorporate any actions from the diversion agreement and determine any further referrals for intervention, treatment, or support.
7. A diversion agreement will be signed by the Judge and monitored by the school, with the family. Non-compliance will be reported to the Assistant DA, who will review the concerns and revise or revoke the diversion agreement. In the case of revocation, the school will be directed to complete the non-law referral, update the Truancy Report and submit both to Health and Human Services.
8. If at any time the juvenile or their parent/ guardian refuse a diversion agreement, the matter will then be subject to the direction of the court.

School Meeting

Once the diversion agreement has been established the school will convene a meeting in coordination with the juvenile and their parent/guardian to improve school attendance. The juvenile intake worker will be present to offer any relevant services.

The purpose of the school meeting shall be to help remove any barriers to the juvenile attending school regularly. This will allow the juvenile to receive voluntary services to rectify the truancy concerns to prevent formal supervision. The school meeting should record efforts to alleviate any barriers regarding, race, religion, culture, language, and or disability as barriers to regular school attendance. This will also be at time for parties to consider what service referrals for intervention, treatment or support might be appropriate. Referral forms can and should be completed at this time, where appropriate, to ensure timely intervention.

The process of the school mediation meeting will follow as such;

1. The school will coordinate the meeting with all parties and send out the relevant notices. Preferably this should be done at the diversion hearing with all parties.

2. The juvenile worker will bring a resource packet for juveniles and their parents to review, along with any referral forms so that referrals can be processed immediately after the meeting if appropriate.
3. The school will document the outcome of the meeting and provide a copy to all parties within one week of the meeting.
4. The juvenile and their family will have one opportunity to reschedule this meeting; otherwise any further failures to attend the meeting will result in a revocation of the diversion agreement.

Summary

If at any time during the six month period of the Diversion Agreement the youth has further truancy concerns that would result in subsequent referrals then the diversion agreement is no longer sustainable.

Continued non-compliance with supervision will result in increased court appearances, increased sanctions, and potential out of home placement for the purpose of non-secure detention. These activities can generate significant costs for the student and their family.

APPENDIX

| | | |
|-----|--|-------|
| 1.1 | Truancy Report Instructions..... | 16 |
| 1.2 | Truancy Report..... | 17-19 |
| 1.3 | Wisconsin Circuit Court form (JD -1702)..... | 20 |
| 1.4 | Truancy Guide for Students and Parents (<i>Brochure attached</i>)..... | 21 |
| 1.5 | Potential Sanctions..... | 22 |
| 1.6 | Flow Charts (<i>Chart attached</i>)..... | 23 |
| 1.7 | Truancy Committee..... | 24-26 |

1.1 Truancy Report Instructions:

The purpose of the Truancy Report is to streamline the multiple referral forms/ processes that school districts must use to refer truant youth for citation or supervision. The Truancy Report should be treated like a systems document that is updated each time the student's truant concerns change. The school is encouraged to keep record of each amendment to the Truancy Report and to advise the Truancy Committee of amendments and changes at least once a year at the annual policy review.

First Offense

1. The Truancy Report should be used to identify the details of the student, school, and truancy concern, as well as to document any and all efforts made by the school to rectify the concern prior to referral.
2. At the point of a first offense for truancy, the school should send this form to law enforcement, with the attendance record attached.
3. Law enforcement will then process this information with the Assistant DA so that the student is scheduled to attend a Diversion Hearing, in which sessions are available weekly.
4. The Assistant DA will meet with the family prior to the Diversion Hearing to review the Truancy Report, take the student and parent's statements, and then draft a diversion agreement for the purpose of the hearing to follow.

Second and Subsequent Offenses

1. The Juvenile Worker should receive a copy of the Truancy Report at the Diversion Hearing. If the school makes any changes to the Truancy Report once the diversion agreement has been signed, then revisions should be sent to the Juvenile Worker at a frequency to be determined between the school and worker.
2. If the student has further truancy concerns which would warrant a second or subsequent referral, then the school should send any final copy of the Truancy Report to the Juvenile Worker along with the Circuit Court form, JD-1702 (Non-Law Referral).
3. The Juvenile Worker will use the updated Truancy Report and Non-Law Referral to recommend to the Assistant DA that the Diversion Agreement is revoked and that a JIPS petition is filed for the purpose of supervision.

1.2 Truancy Report

TRUANCY REPORT 2015-16

| | | | | |
|--------------------|------------------|-------------------|------------------|--------|
| Student First Name | M.I. | Last Name | DOB | Gender |
| | | | | |
| Mother First Name | Mother Last Name | Father First Name | Father Last Name | |
| | | | | |
| Home Address | | | | |
| Other Address | | | | Note: |
| Other Address | | | | Note: |

| | | | |
|------------------|----------------|---------------|-----|
| School | School Address | | |
| | | | |
| Person Referring | Phone No. | Alt Phone No. | Fax |
| | | | |

Date of Submission: [Click here to enter a date.](#)

Reason for Referral

- ☐ Unexcused for all or part of one day
- ☐ Student has unexcused absences for part or all of five (5) or more days out of ten (10) consecutive school days during a semester.
- ☐ Student has unexcused absences for part or all of ten (10) or more days during the semester (whether consecutive or not).
- ☐ Contributing to truancy; please explain:

School Absence Report is attached: ☐ Yes ☐ No

Student Reporting System:

Student's Current Academic Grade:

Recommendation

- | | |
|--|--|
| <input type="checkbox"/> First Truancy Referral | <input type="checkbox"/> Action: Ticket and Diversion Hearing |
| <input type="checkbox"/> Second Truancy Referral | <input type="checkbox"/> Action: Revoke, Non-Law Referral, JIPS Petition |
| <input type="checkbox"/> Subsequent Truancy Referral | <input type="checkbox"/> Action: Implement Court Ordered JIPS Sanctions |

Has the school made efforts to work with the student and family to reduce the truancy prior to referral? (If yes, continue on to the rest of the report) ☐ Yes ☐ No

Parent & School Meeting

☐ Yes (s.118.15(1)(d))

| | | | |
|-------------------------------------|-----------------------------|-------|------------|
| Date of Meeting | Click here to enter a date. | | |
| Persons present | | | |
| Challenges identified | | | |
| Solutions agreed | | | |
| Educational Counseling Offered | | | |
| Educational Counseling Arrangements | Date: | Time: | Counselor: |
| | Click here to enter a date. | | |

☐ No

| | |
|-------------------------|--------------------------|
| Parent Refused | <input type="checkbox"/> |
| Parent Failed to Attend | <input type="checkbox"/> |

Outcome

Note: Prior to any proceedings being brought against a juvenile under s.938.17(s), or against the juvenile's parent or guardian under s.118.15, the school attendance officer shall provide evidence that appropriate school personnel in the school or school district in which the juvenile is enrolled have, within the school year during which the truancy occurred, completed the following;

☐ Student's current academic curriculum was modified, s.118.15(1)(d).

| | |
|-----------------|-----------------------------|
| Date of Changes | Click here to enter a date. |
| Counselor | |

☐ A school work training or work – study program.

☐ Enrollment in an alternative public school located in the school district in which the juvenile resides.

☐ Student was evaluated for learning difficulties;

| | |
|-----------------------|-----------------------------|
| Date of Evaluation | Click here to enter a date. |
| Evaluator | |
| Results of Evaluation | |

☐ Student completed a social evaluation to determine social problems;

| | |
|--------------------|-----------------------------|
| Date of Evaluation | Click here to enter a date. |
| Evaluator | |
| Action taken | |

☐ Juvenile's excessive absences have prevented school personnel from conducting required evaluations. (938.16(5))

| | |
|---|--|
| Principal's Notes | |
| Date of Submission: | |
| Click here to enter a date. | |
| Date of Updates: | |
| Click here to enter a date. | |
| Click here to enter a date. | |
| Click here to enter a date. | |

1.3 Wisconsin Circuit Court form (JD -1702)

State of Wisconsin, Circuit Court, _____ County

| | | | | | | |
|--|---|---|-------------------|----------------|--|---|
| 1. Intake Case Number | | Court Referral - Child/Juvenile (Non-Law Enforcement Referral) | | | 2. Court Case Number | |
| 3. Child's/Juvenile's Name (Last, First, Middle) | | | 4. Alias/Nickname | 5. Age | 6. Date of Birth | 7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female |
| 8. Child's/Juvenile's Street Address | | City | State | Zip Code | 9. County of Residence | 10. Race 1. White 3. Asian 5. Other 2. Black 4. Indian |
| 11. Home Telephone | 12. School Attended/Place of Employment | | | | 13. Grade/Occupation | |
| 14. Legal Father's Name | | Address | | Marital Status | T E L E P H O N E Work: _____ Home: _____ Work: _____ Home: _____ Work: _____ Home: _____ | |
| 15. Legal Mother's Name | | Address | | Marital Status | | |
| 16. Guardian/Legal Custodian/Supervising Agency | | Address | | Marital Status | | |
| | | | | | | |

| | | | | | |
|--|--|---------|--|------------------------------|--|
| 17. Name of Referring Agency | | Address | | 18. Telephone Number | |
| 19. Prior Record with Referring Agency: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe manner of handling: <input type="checkbox"/> Additional information attached. | | | | 20. Name of Referring Person | |
| 21. Reason(s) for Referral: Statute Number(s): _____ Describe Allegation(s): <input type="checkbox"/> Additional information attached. | | | | | |

| | | | | | |
|---|--|--|--|---|--|
| INTAKE INQUIRY RECOMMENDATION | | | | 22. Date Received | |
| 23. Interview Date and Time: | | 24. Present at Interview: | | | |
| 25. Custody Authorization: <input type="checkbox"/> Released <input type="checkbox"/> Detained Date: _____ Time: _____ <input type="checkbox"/> Nonsecure: _____ <input type="checkbox"/> Secure: _____ | | | 26. Prior Referrals to Intake: <input type="checkbox"/> No <input type="checkbox"/> Yes How Many? _____ | | |
| 27. Intake Recommendation - Check all appropriate boxes. | | | | | |
| A. Case Closed <input type="checkbox"/> Dismissed - lacks jurisdiction <input type="checkbox"/> Counseled <input type="checkbox"/> Referred to Other County <input type="checkbox"/> Other: (Specify) _____ | | B. Deferred Prosecution/Informal Disposition Agreement Expires: _____ <input type="checkbox"/> Supervised Work Program: _____ hrs. <input type="checkbox"/> Informal Supervision <input type="checkbox"/> Other: (Specify) _____ | | C. Formal Petition Requested <input type="checkbox"/> In Need of Protection/Services under ch. 48 <input type="checkbox"/> In Need of Protection/Services under ch. 938 | |
| 28. Comments: | | | | | |
| 29. Name of Intake Worker/Agency | | 30. Signature | | 31. Telephone | |
| | | | | 32. Date Recommended | |

JD-1702, 05/00 Court Referral - Child/Juvenile (Non-Law Enforcement Referral)

§§48.24 and 938.24, Wisconsin Statutes.

This form shall not be modified. It may be supplemented with additional material.

1.4 Truancy Guide for Students and Parents

1.5 Potential Sanctions

- ✓ Revocation of license(s)
 - * Driving (motor or recreational vehicles)
 - * Working
- ✓ Controlled or suspended use of electronic equipment
 - * Phones
 - * iPad, Tablets, hand held devices
 - * Gaming systems
 - * Computers (aside from school sanctioned activity)
- ✓ Curfew(s)
 - * Random curfew checks
 - * Electronic bracelet monitoring
- ✓ Non-secure placement
 - * Weekends (from Friday night to Sunday night)
 - * Any time Monday - Friday
 - * Foster home
 - * LaCrosse Detention Center
- ✓ Fines
- ✓ Community Service

1.6 Truancy Flowchart

1.7 Truancy Committee Membership

PUBLIC SCHOOLS

Boscobel School District

High School/ Middle School

300 Brindley Street

Boscobel, WI 53805

608-375-4161

Rodney Lewis, Principal

lewirodn@boscobel.k12.wi.us

Elementary School

200 Buchanan Street

Boscobel, WI 53805

608-375-4165

Rick Waters, Principal

rick@boscobel.k12.wi.us

Hillsboro School District

777 School Avenue

Hillsboro, WI 54634

608-489-2221

Greg Zimmerman, HS/MS Principal

greg.zimmerman@hillsboro.k12.wi.us

Cara Wood, Elementary Principal

cara.wood@hillsboro.k12.wi.us

Ithaca School District

24615 State Hwy 58

Richland Center, WI

608-585-2311

Paul Coenen, Principal

pcoenen@ithaca.k12.wi.us

Kickapoo School District

S6520 State Hwy 131

Viola, WI 54664

608-627-1494

Aaron Mithum, Principal

amithum@kickapoo.k12.wi.us

Richland Center School District

Administration

1996 US Hwy 14 West

Richland Center, WI 53581

608-647-6131

Rachel Schultz, District Administrator

schr@richland.k12.wi.us

Shaun Tjossem, Special Education Director

tjos@richland.k12.wi.us

Jon Bosworth, High School Principal

bosj@richland.k12.wi.us

**Mike Foley, Assistant High School Principal
and Dean of Students**

folm@richland.k12.wi.us

Middle School

1801 Hwy 80 South

Richland Center, WI 53581

608-647-6381

Dave Guy, Principal

dguy@richland.k12.wi.us

Doudna Elementary

1990 Bohmann Drive

Richland Center, WI 53581

608-647-8971

Mark Olson, Principal

molson@richland.k12.wi.us

Jefferson Elementary

586 North Main Street

Richland Center, WI 53581

608-647-6351

Amy Hardy, Principal

hara@richland.k12.wi.us

Riverdale School District

High School

235 East Elm Street

Muscoda, WI 53573
608-739-3116

Dan Kiel, Principal

dkiel@riverdale.k12.wi.us

Elementary & Middle School
800 North 6th Street
Muscoda, WI 53573
608-739-3101

Shari Hougan, Principal

shougan@riverdale.k12.wi.us

River Valley School District

High School

660 Varsity Blvd.
Spring Green, WI 53588
608-588-2554

Kim Kaukl, Principal

kkaul@rvschools.org

Middle School

660 West Daly Street
Spring Green, WI 53588
608-588-2556

James Radtke, Principal

jradtke@rvschools.org

Lone Rock Elementary School

222 West Pearl Street
Lone Rock, WI 53556
608-583-2091

Jamie Hegland, Principal

jhegland@rvschools.org

Weston School District

E2511 Hwy S.
Cazenovia, WI 53924
608-986-2151

Ben Jones, Principal

jones@my.weston.k12.wi.us

PRIVATE SCHOOL REPRESENTATIVE

X, from;

St. Mary's of Assumption

160 West Forth Street
Richland Center, WI 53581
608-647-2621

Vicki Faber, Principal

vicki.faber@stmarysrc.com

HOME SCHOOL REPRESENTATIVE

X

LAW ENFORCEMENT

Richland County Sheriff's Department

181 West Seminary Street
Richland Center, WI 53581
608-647-8906

Sheriff James Bindl

James.bindl@co.richland.wi.us

Chief Deputy Chad Kanable

Chad.kanable@richland.co.wi.us

Richland Center Police Department

470 South Main Street
Richland Center, WI 53581
608-647-2103

Chief of Police Luke Clements

clements@rcpolice.net

RICHLAND COUNTY CIRCUIT COURT

181 West Seminary Street
Richland Center, WI 53581
608-647-2626

Judge Andrew Sharp

Andrew.Sharp@wicourts.gov

RICHLAND COUNTY DISTRICT ATTORNEY

181 West Seminary Street
Richland Center, WI 53581
608-647-3493

Assistant District Attorney Amy Forehand

Amy.Forehand@da.wi.gov

HEALTH AND HUMAN SERVICES

221 West Seminary Street
Richland Center, WI 53581
608-647-8821

Children's Services

Amanda Coorough, Services Manager

608-649-5710

Amanda.coorough@co.richland.wi.us