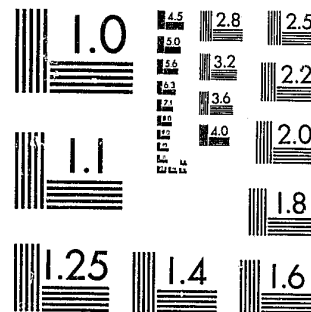


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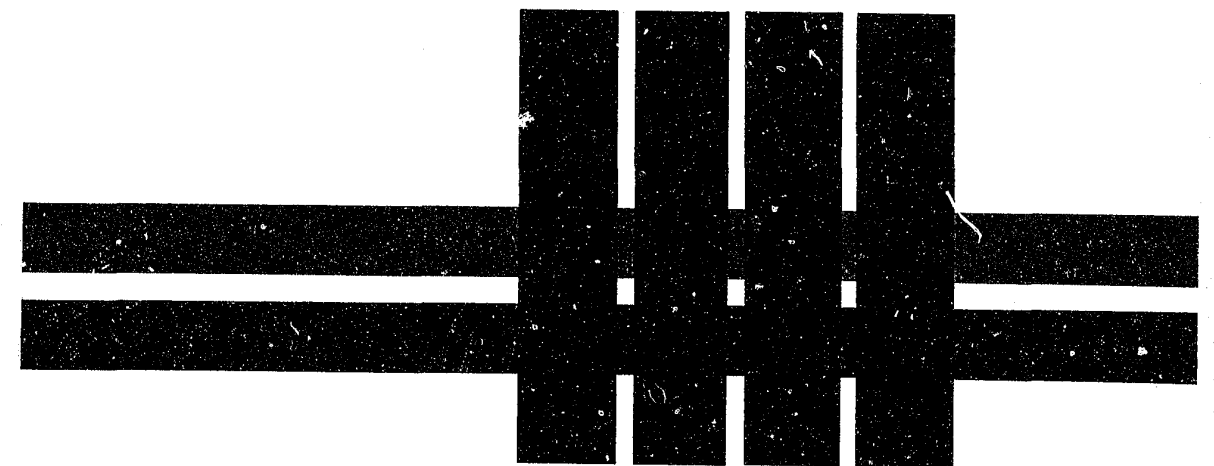
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TRUANCY POLICY & PROCEDURE:
FOR SCHOOLS
WITHIN LUCAS COUNTY

MICROFICHE

59029



TRUANCY POLICY AND PROCEDURES MANUAL
FOR SCHOOLS WITHIN LUCAS COUNTY

NCJRS
JUL 12 1979
ACQUISITIONS

Printed: August 1977



COURT OF COMMON PLEAS

COUNTY OF LUCAS

TOLEDO, OHIO 43624

JUDGE ANDY DEVINE

August 15, 1977

JUVENILE DIVISION

It is my pleasure to forward the Truancy Policy and Procedures Manual on behalf of the Lucas County Task Force on Truancy.

This manual represents the support and commitments of the boards of education within Lucas County, in addition to the joint participation of such agencies as Children's Services Board, the Ohio Youth Commission, area police departments, Juvenile Court and the Regional Planning Unit.

Representatives of these organizations have worked in concert to formulate procedures and guidelines that will expedite the handling of truancy problems in a manner that is equitable for the child, the parents and the community.

This coordinated effort has had its initial testing during the 1976-77 school year. We can take pride in our accomplishments to date, while realizing that we still have much to do. I am confident that with your dedication to the resolution of the problem of truancy, we will not only improve the lives of our children but the quality of the community as well.

Sincerely,

Andy Devine
Andy Devine, Judge
Juvenile Court

THE LUCAS COUNTY TASK FORCE ON TRUANCY

THOMAS BAKER, Lucas County Schools, Chairman

JUDGE ANDY DEVINE
DR. ROBERT JACKSON
ROBERT CARSON
LEE BLACK
EDWARD BERGER
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JAMES PEASE
JAY GILCREST
DAVID JENSSEN
DAWN JACOBS
FRANK SIDLE
MARY K. GAFNEY
WILLIAM BRADLEY
LARRY EVANS

Juvenile Court
Toledo Board of Education
Toledo Public Schools
Maumee High School
Oregon City Schools
Sylvania City Schools
Toledo Police Division
Children Services Board
Lucas County Schools
Whitmer Senior High School
Springfield High School
Anthony Wayne High School
Penta County Vocational Schools
Sylvania City Schools
Toledo Public Schools
Anthony Wayne Junior
Family Court Center
Toledo Public Schools
Raymer School
Ohio Youth Commission

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Toledo Public Schools
Toledo Public Schools
Riverside School
Lucas County Board of Education
McKinley School
Monclova School
Lucas County Sheriff's Dept.
Oregon Police Department
Sylvania Police Department
Maumee Police Department
Citizen's Council for Ohio Schools
Sylvania City Schools
Whiteford Elementary
Juvenile Court
Crissey School
Hopewell School
Ft. Miami School
Toledo Catholic Schools
Anthony Wayne Board of Education
Lucas County Schools

Kathleen J. Orlandi, Regional Planning Unit
Staff

This manual was prepared by a sub-committee of the Lucas County Task Force consisting of:

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Becky Anstead	Children Services Board
Mary K. Gafney	Toledo City Schools
Edward Berger	Oregon City Schools
James Pease	Penta Vocational School
Kathleen Orlandi	Regional Planning Unit
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I. PHILOSOPHY

The purpose of this booklet is to provide, within the boundaries of our resources and the law, the best possible program for servicing students who are truant from our schools.

Lucas County is placing great value on the education of its youth. It is the responsibility of schools to provide the background and disciplines required to enable children to grow into productive adult citizens. The parent's traditional role in the educational process has been to provide encouragement, discipline and, where necessary, even coercion to see that his/her child attends school so that he/she may be able to receive the best education possible. In contemporary society, however, there are an increasing number of instances where, for various social and economic reasons, these parental roles have broken down. Where this breakdown has occurred, and as a result a child is not attending school, it is then the responsibility of the schools and community agencies to provide appropriate remedial services to the child and his family. Other segments of the community beyond the scope of traditional services provided by the schools and court must be included to insure the best service for our youth. Some of these segments include, but are not limited to, Children's Services Board, social service agencies, local business and industry, community centers, medical and mental health facilities, recreation facilities and religious organizations.

There are many reasons why students are truant from school. It is the responsibility of the school to determine these reasons and arrive at a satisfactory course of action to solve this problem. The emphasis toward the solution of school truancy must be in a positive manner.

Most children who are truant do not need court intervention. The problems of most children who are truant can be solved through the actions of the family, the schools, and existing community services. Thus, the juvenile court shall be used only as a last resort! Only when a child's continued and habitual absence from school clearly demonstrates that he or she is in need of services and all possibilities for obtaining these services outside of the court system have been explored and exhausted shall the court be utilized.

Expulsion-oriented responses, including both expulsion and suspension from class and/or school are not considered positive responses for solving truancy problems. These responses are viewed as contradictory to the objective of keeping the student in school. Such alternative measures as before or after school detention, loss of merit points, in-school suspension or other problem-solving techniques as deemed appropriate for the child's age are suggested as positive responses.

It should be stressed, when a child is not attending school, there is a reason. Every effort should be made to discover this reason and to deal with it in a positive constructive manner.

II. PROCEDURES

The efficiency and effectiveness of the county-wide truancy procedures depend upon the responsible handling of truancy cases at all levels--the schools, the Lucas County Children's Services Board, and the Lucas County Juvenile Court.

The procedures outlined below should be viewed as a continuum of services to students. At each point on this continuum careful and documented contacts indicate opportunities to resolve the problem at that level of contact, to go back to a previous level of contact for further service, or to refer the situation to the next level of contact in an effort to find a solution to a student's truancy problem.

All school personnel of the various school systems share responsibility in remediating truancy problems.

So there is clear understanding of the various types of responsibilities at the school level, the social service level, and the legal level, and so these can be adequately and properly documented, specific procedures are outlined below.

A. SCHOOLS

The various roles and responsibilities of school personnel in this truancy model are:

1. Mobilization of contacts with the student and his family via:
 - A. Telephone calls to the student's home to apprise the family of the truancy and to develop a plan to overcome it
 - B. Conferences between the student and appropriate school personnel as well as among the student, the parents, school administrators, and/or teachers to assess reasons for truancy and discuss plans to resolve any apparent problems

- C. Correspondence to the home which outlines the truancy problem and requests a parental response with suggestions for help
 - D. Home visitation by school officials or school attendance personnel to assess the dynamics of the truancy problem and plan with the family a remedial course of action.
2. Referral to various traditional or ancillary school personnel for further problem identification and resolution:
 - A. The teacher's expertise includes:
 1. Firsthand knowledge of student's academic and social functioning in the classroom setting
 2. Ability to remediate any classroom situation which may be causing a student to be truant
 3. Maintaining a daily record of student's attendance
 - B. The Principal's/Asst. Principal's/Dean's/Coordinator's expertise includes:
 1. Having documented record of student's daily attendance
 2. Knowledge of academic performances
 3. Knowledge of student's behavior pattern
 4. Understanding family interactions affecting attendance
 5. Knowledge of various academic resources/options the student may need
 - C. The attendance worker's expertise includes:
 1. Knowledge of a student's attendance pattern
 2. Ability to assess home situation or other environmental circumstances affecting attendance
 3. Assessment of other problem areas for the student

D. (Optional) The counselor's expertise includes:

1. An understanding of attendance patterns, behaviors, and academic performance of the student
2. Understanding family dynamics and expectations
3. Knowledge of academic resources/options
4. Knowledge of community services and resources available to assist the student
5. Helping the student and parent understand the student's performance, both academically and socially, through interviewing, testing, and interpretation of performance measures

E. (Optional) The school psychologist's expertise includes:

1. Assessment of intellectual and emotional potential and achievement
2. Giving insight into student's behavior patterns
3. Understanding family dynamics
4. Knowing the school system's options for the student
5. Giving diagnosis and prognosis in academic and emotional areas

3. Maintaining flexibility and efficiency in early identification of absence/truancy patterns:

Early identification means the following:

- A. Age of child--early in school career
- B. Days of absences--not to exceed three (3) days when "probable cause" of truancy exists.

If the truancy problem has not been resolved at any of the levels of service noted above, the school may wish to consider utilizing more formal procedures to solve the problem.

(In those systems having access to separate pupil personnel administrative procedures, this will mean a referral to those services on forms provided for that purpose. In other systems this will probably mean a continuation of, or more intensive handling of, the case by the principal or other school official.)

In either case the following procedures will be used for clearing:

---The school administrator, pupil personnel administrator or attendance worker managing the case at this point will "clear" the case with Lucas County Children's Services Board, Lucas County Juvenile Court Probation Department, and the Ohio Youth Commission to determine if those agencies are currently providing service to the student.

---Procedures for clearing, already agreed upon by the agencies and the school systems, are to be used and school system requests for clearing information will be either oral or written as per agreement. (See Appendix A)

---If clearing reveals that there is a caseworker currently serving the student that worker shall be invited to all succeeding proceedings and shall be apprised of the problem on forms provided.

B. INITIAL EDUCATIONAL PLANNING CONFERENCE

The first Initial Educational Planning Conference shall be conducted by the pupil personnel administrator, attendance worker or school official managing the case. Among the purposes of this conference would be the following:

1. To review with the school administrator; the parent; the student; the school support personnel, if necessary; and agency personnel, if applicable, those steps which have been previously undertaken to stop truancy
2. To assess the student's current attendance record
3. To develop and implement any appropriate alternative educational plans or assistance as might seem indicated
4. To issue a written legal notice of absence to the parent via certified mail (Form F2, Appendix C)
5. To inform the parent and student that a referral will be made to Lucas County Children's Services Board (if agencies are not already involved) for voluntary social service assistance

6. To inform the parent and student of the possibility of Juvenile Court intervention if the truancy does not stop
7. To provide a written record setting forth the parties present, the reasons for the conference, and the plans developed at the conference

Second Educational Planning Conference (Optional)

This conference may be held if it will focus on further service needs of the student or amendment of plans to remediate truancy. If truancy persists, after Lucas County Children's Services Board involvement, the case can be referred to Juvenile Court without a second conference.

C. LUCAS COUNTY CHILDREN'S SERVICES BOARD (LCCSB)

The major role of LCCSB in this truancy model is as a diversion system of service delivery. Diversion will center around these areas:

1. To identify immediate reasons for problem
2. To achieve immediate service plan which resolves truancy
3. To mobilize resources to service problem areas
4. To support school personnel in legal endeavors if truancy resolution is unsuccessful.

Referral to Lucas County Children's Services Board (LCCSB)

---If a referral to LCCSB is necessary it will be oral or written as per agreement with LCCSB and will include accurate biographical data on the student and family, clearing information, and a brief summary of those preceding assessments and responses which have not caused truancy to stop.

---The response of LCCSB to the referral and the LCCSB procedures for handling the referral are detailed in A Manual for Services for Troubled Youth in Lucas County published by LCCSB, January, 1977 (See appendix B).

---The LCCSB will respond, as indicated in its manual, with a written "Report of Service" (CSB Form #319) to the referral source indicating services to the family and recommendations for further handling of the case.

D. LUCAS COUNTY JUVENILE COURT

The major roles of the Juvenile Court in this truancy model are as follows:

1. Intervention based on least detrimental alternatives

2. Establishment of conditions necessary to achieve the goals of service plans
3. Utilization of the specialized resources of the Juvenile Court to determine the prognosis for the student
4. Referral back to previous levels of service for continued assistance to the student and family.

Referral to the Juvenile Court

---Referral to Juvenile Court can be in the form of a) a complaint filed against the truant child or b) one filed against the parent or guardian responsible for the welfare of that child.

(a) Complaints against the Truant Child

Cases against a truant child are to be referred to Court by designated school personnel only. Appointments to do so may be arranged by contacting the Unruly Coordinator. Preliminary processing of the case will occur at this meeting. School personnel must bring to this meeting:

1. Lucas County Children's Services Board Report of Service (CSB #319)
2. School contact and case summary forms (F1)
3. Copy of legal notice that was sent to parents by certified mail (F2)
4. Any supplemental material relevant to the case.

On the basis of the information submitted by the school district, the unruly coordinator will decide whether the case will be accepted by the Court. The case will not be accepted if:

1. routine, essential information that would allow later processing of the case is unavailable;
2. information that would substantiate probable cause is not available;
3. the established procedures were not followed prior to Court referral;
4. the recommendation of the Children Services Board for non-court related actions have not been considered.

Should the unruly coordinator accept the case, a complaint will be prepared and filed.

When the complaint has been processed by the office of the Clerk of Courts, a hearing date will be set by the unruly referee. The summons will be ordered and issued. Letters will be sent to school personnel and the Children Services Board worker involved in the case notifying them of the hearing date. It is expected that both will be present at the hearing. The summons will be served at this time.

In arriving at it's disposition, the Court will consider various factors; i.e. child's age, previous record, physical condition, family situation, learning disabilities, emotional problem. In addition, the Court will take into account efforts of the school district and the Children Services Board to resolve the truancy problem prior to Court referral.

Every effort will be made to determine which, among the dispositions presently available, are most appropriate and most effective in each case of truancy. If appropriate services are not available, the Court will attempt to develop alternative programs. The Court will inform the school and Children Services Board (when involved) in writing of any action taken.

(b) Complaints Against the Parent or Guardian of a Truant Child

In certain cases the fault of truancy lies with the parent or guardian of the school age child. Ohio law specifically provides for the prosecution of parents or guardians in such cases. "Failure to Send" (ORC 3321.04, 3321.19, 3321.38) states that any parent or guardian who willfully refuses to send a child to school or condones that child's absence (except in such cases where the child is excused by law) be prosecuted in court. Penalties for parents found in violation of "Failure to Send" range from \$5 to \$20 and 10 to 30 days imprisonment if fine is not paid.

Additionally, Ohio Revised Code provides for prosecution of parents under 2151.41, "Contributing to Delinquency or Unruliness of a Minor". Penalties for this violation are up to 6 months imprisonment and/or up to \$1000 fine.

School and social work personnel should be especially alerted to the potential of parental prosecution in the following areas:

1. elementary age children who are dependent upon their parents for support and direction;
2. cases in which parental cooperation is lacking;
3. cases in which parental consent for unlawfully missing school is suspected, (i.e. babysitting, sick care, etc.)

In referring a "Failure to Send" to Juvenile Court, the following procedures should be followed by school attendance officials:

1. Submit packet of information to unruly coordinator at Juvenile Court to include:

- a. Lucas County Children Service's Board Report of Service form (CSB #319).
- b. School contact and cases summary forms (F1)
- c. Copy of legal notice that was sent to parents, via certified mail, detailing warning, Ohio law and penalties (F2).

Upon review of the packet of information, the unruly intake coordinator will confer with the Juvenile Prosecutor's office to insure ability to prosecute.

2. Sign "Failure to Send" (F3) or "Contributing to Delinquency of a Minor" form (F4) at the Juvenile Prosecutor's office Room 44, Basement, Juvenile Court.

APPENDIX A

OHIO YOUTH COMMISSION
TOLEDO REGIONAL OFFICE
2140 ASHLAND AVENUE
TOLEDO, OHIO 43620



JAMES A. RHODES
GOVERNOR

WILLIAM K. WILLIS
DIRECTOR

M. B. McLANE
DEPUTY DIRECTOR
CORRECTIONAL SERVICES
JOSEPH R. PALMER, Ph.D.
DEPUTY DIRECTOR
COMMUNITY SERVICES
GEORGE LINDEMAN
REGIONAL ADMINISTRATOR

OHIO YOUTH COMMISSION CLEARING PROCEDURES

Telephone OYC - 244-4675 (8 to 10 AM preferred).

Identify yourself and the reason you are requesting information.

Give the youth's name and birthdate.

If the case is active, you will be notified and given the name of the appropriate Youth Counselor.

If the case is active, written notice should be given to the appropriate Youth Counselor and to the OYC Educational Specialist.

If an educational planning conference is to be held, the appropriate Youth Counselor and the Educational Specialist should receive a written notice.

LE/fs



COURT OF COMMON PLEAS

COUNTY OF LUCAS

TOLEDO, OHIO 43624

JUDGE ANDY DEVINE

JUVENILE DIVISION

JUVENILE COURT PROBATION DEPARTMENT
CLEARING PROCEDURES

1. Respective truancy school officials send a copy of their "docket" to the attention of the Administrator of Probation Services, Juvenile Court. Assuming the docket is set up on a week to week basis, we would hope to receive the docket early in the first week with the scheduled hearings for the second week.
2. Names of those children who have an educational planning conference scheduled would be checked out with our master file by the Probation Services' secretary.
3. Children having educational planning conferences scheduled who are on probation to a Probation Counselor would be noted. The Probation Counselor's names would be entered beside the name of the respective child he/she has on probation.
4. The docket sheet would be returned to the school official managing the case.
5. In addition, the Probation Services' secretary would notify each Probation Counselor by inter-office memo of the child who is to have an educational planning conference and the date and time of such conference.
6. The Probation Counselor would be obliged to contact the school official managing the case and be available for an educational planning conference.



"Help for ALL Children"

Lucas County Children Services

and

The Miami Children's Center

2500 River Road

Maumee, Ohio 43537

Phone 893-4861

BOARD MEMBERS

Carl Okonski, Toledo
Chairman

Mrs. Rosa M. Moody, Toledo
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Jack K. Paquette, Toledo
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Richard P. Anderson, Maumee
Richard W. Bayer, Toledo
Judge Andy Devine, Toledo

Charles H. Klippstein
Executive Director

CHILDREN SERVICES BOARD CLEARING PROCEDURES

1. If at the time of clearing, you request to clear more than five (5) names to determine Children Services' involvement, it will be necessary to request these names in writing. Upon receipt of your request, these names will be cleared and called into your office by phone within 24 hours of receipt of your request. If the case is active with the Children Services Board, you will be informed of the caseworker's name and unit.
2. If at the time of clearing, you request to clear five (5) names or less to determine Children Services' involvement, you may request this information via telephone. These names will be cleared at the time of your telephone request. If the case is active with the Children Services Board, you will be informed of the caseworker's name and unit.
3. If there is no involvement of the child(ren) with Children Services Board, Juvenile Court or the Ohio Youth Commission at the time of clearing, a referral for social services to Children Services Board is deemed appropriate.

APPENDIX B

A Manual for Services for Troubled Youth in Lucas County.



The following is a refined excerpt from A Manual for Services for Troubled Youth in Lucas County, pages 1-6, 1-7, 1-8.

VI. DISPOSITION OF TRUANCY CASES:

*See Truancy Policy and Procedures Manual for referral to Children Services Board.

When a truancy referral is made according to the county wide truancy policy the Lucas County Children Services Board will then make a contact within two (2) working days of the date of the request. At the time of this contact, the Children Services Board worker will restate the reason for the referral and the role of Children Services Board in assisting the child and family in resolving those problems which may have contributed to the truancy. The family will be informed of the services available from Children Services Board; parent child counseling, child guidance, marital counseling, homeguide service homemaker service, day care service, child placement services (foster care, group home care, residential placement, emergency shelter care). Client participation must be voluntary UNLESS Lucas County Children Services Board must intervene for the protection of the child.

Within the first ten (10) working days of the sixty (60) day cycle, an evaluation of the family will be made by the Children Services Board worker. At this time, the referral source will be alerted to the service plan via the Report of Services by the Lucas County Children Services Board staff person responsible for service delivery. This service plan will highlight the problems, child and family participation, and one of the recommendations listed below:

- A. If the family accepts the Children Services Board offer of service and shows proof of their commitment, a case plan will be developed utilizing one or more of the services of the agency. In addition other agency services may be requested as needed. This case plan will automatically ensure that the family receive sixty (60) days of on-going service.

At the completion of sixty (60) days of service a complete review will be made of service and the child's school behavior and attendance. Based on this review, a Report of Service (Sections A-B-C) and recommendation will be made. This report and recommendation will be made available to the child-family, the schools and service providers. The alternative recommendations may be:

1. Termination of service - successful goal achievement.
2. Recycle a second sixty (60) day program of services.
3. Referral back to the school with a recommendation to go back to a previous level of contact for further service, or to refer the situation to the next level of contact in an effort to find a solution to a student's truancy problem. The referral would review the services provided and the reason for the recommendation.

NOTE: At any point in the sixty (60) day service program, Action 1 or 3 may be made if warranted by the status of the consumer involvement.

- B. A Report of Service (#319) will be made to the school with a recommendation regarding Court involvement due to the following reasons:

1. When the child and family are cooperative and open to Children Services Board services and attendance improves on an irregular basis, the Children Services Board worker will initiate a conference with the referral source. After sharing progress of the family, a decision regarding a referral to Juvenile Court will be reached conjointly by the referral source and Children Services Board worker.
2. When the child and family verbally cooperate with Children Services Board offer of service, but no action or positive behavior change occurs, the Children Services Board worker will contact the referral source with the recommendation that an unruly complaint be filed by the school.
3. Referrals of children sixteen (16) years and older, who refuse Children Services Board service despite the cooperation and interest of the parents, will immediately be returned to the referral source with a recommendation that an unruly complaint be filed by the school. Children Services Board worker will give on-going services (sixty (60) day cycle) to parents and younger siblings as a protective and preventive measure.
4. When the child and family verbally refuse service or are repeatedly unavailable for service, these referrals will be returned to the referral source with the recommendation that an unruly complaint be filed by the school.
5. Referrals in which the child accepts service but the parents refuse such service, Children Services Board worker will notify the referral source that a dependency/neglect action by Children Services Board is in the best interest of the child.
6. When parents accept service but are unable to participate within the evaluation period, the Children Services Board worker will initiate a conference with the referral source. After sharing home situation with the referral source, the Children Services Board worker will make a decision in the best interest of the child. This may entail the filing of a neglect or dependency complaint by the Children Services Board.

NOTE: A recommendation regarding an unruly complaint may be made by the Children Services Board worker. The specific complaint (See Section D - Lucas County Juvenile Court) will be left to the discretion of the school official managing the case and the unruly coordinator.

A recommendation by Children Services Board regarding dependency/neglect, requiring the protection of the child, will be acted upon by the Children Services Board worker.

APPENDIX C

STUDENT CASE SUMMARY

Child: _____

Birthdate: _____

Parent: _____

Address: _____

School: _____ Grade: _____

Attendance: Days Present _____ Days Absent _____ of which _____ are truancy.

Dates Truant:

Sept.:

Oct.:

Nov.:

Dec.:

Jan.:

Feb.:

March:

April:

May:

June:

Case History: (Write short paragraph giving efforts and results of school,
hearing officer and C.S.B. contacts.)

This case is being referred to Juvenile Court for:

☐ Truant Child

☐ Failure to Send; Contributing to the Delinquency of a Minor

<u>STUDENT CONTACTS:</u>	<u>Dates</u>	<u>By Whom</u>	<u>Results</u>
Office Conferences :			
Telephone Contacts:			
<u>PARENT CONTACTS:</u>	<u>Dates</u>	<u>By Whom</u>	<u>Results</u>
Office Conferences:			
Telephone Contacts:			
Correspondence:			
<u>SCHOOL SUPPORT PERSONNEL CONTACTS:</u>	<u>Dates</u>	<u>By Whom</u>	<u>Results</u>
Office Conferences:			
Telephone Contacts:			
Home Visits:			
Correspondence:			

<u>CLEARING:</u>	<u>Dates</u>	<u>By Whom</u>	<u>Results</u>
C.S.B. O.Y.C. J.C.			
Initial Educational Planning Conference	<u>Dates</u>	<u>By Whom</u>	<u>Result (List persons present)</u>
Referred to C.S.B.	<u>Dates</u>	<u>By Whom</u>	<u>Results</u>
2nd Educational Planning Conference (if needed)	<u>Dates</u>	<u>By Whom</u>	<u>Results</u>

Clear: Active With CSB

TO:

FROM:

DATE:

RE: Student: _____
Address: _____
Birthdate: _____ Grade: _____
School: _____

This is to notify you that the above named student has been absent
_____ days of which _____ are truancy days.

We understand you are the caseworker assigned to this family. As the
caseworker we are requesting you to investigate the reasons for this attendance
problem and report your findings on CSB Form 319 (Report of Services) to this
office. Your prompt attention will be appreciated.

A hearing has been scheduled on _____
at the hour of _____ for this student.

cc: Supervisor _____ Unit

Clear: Active with Court or OYC

TO:

FROM:

DATE:

RE: Student: _____
Address: _____
Birthdate: _____ Grade: _____
School: _____

This is to notify you that the above named student has been absent
_____ days of which _____ are truancy days.

This is in violation of his/her probation. Would you please take the
appropriate action to request a court hearing on this matter.

cc: Juvenile Court - Paul Sullivan
or
cc: Ohio Youth Commission - Larry Evans

REPORT OF SERVICE:
LUCAS COUNTY CHILDREN SERVICES BOARD.
2500 River Road,
Maumee, Ohio. 43537.
Phone: 893-4861.

A. Reported to: _____
Address: _____
Reported by: _____
Service Status: Active: _____ Closed: _____
Family Name: _____
Address: _____
Father: _____ Mother: _____
Child: _____ Birthdate: _____
Child: _____ Birthdate: _____
Child: _____ Birthdate: _____
Child: _____ Birthdate: _____
C.S.B. Caseworker: _____ Unit: _____

B. Services Report: Planned: _____ Recycle: _____ Terminated: _____
_____ Supervision. _____ Homemaker. _____ Day Care.
_____ Parent-Child Counsel. _____ Homeguide Service. _____ Foster Care.
_____ Child Guidance. _____ Marital Counsel. _____ M.C.C.

Other Service Providers: _____

Custody Held By: _____

Report: _____

C. Recommendation: _____

C.S.B. #319.

Copy Distribution: White copy-- SCHOOL.
Yellow copy-- CASEWORKER.

NOTICE AND WARNING TO PARENT OR GUARDIAN
Or Other Person in Charge of Child (Non-Attendance)

OFFICE OF BOARD OF EDUCATION

OF _____ SCHOOL DISTRICT

_____, Ohio, _____ 19____

M _____

Dear _____

I have had the fact brought to my attention that your ^{son} daughter, _____
is failing to attend school regularly as required by law. The attendance of all children of compulsory
school age is expected EVERY DAY the school is in session. You are required to cause the child to
attend school forthwith and to continue to attend school regularly. If you fail to do so I am required
to make complaint against you in a court having competent jurisdiction. There are printed on this
sheet the chief laws governing school attendance and the penalties for their violation.

Very respectfully yours,

Attendance Officer

Rev. Code 3321.04. Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed
under an age and schooling certificate * * must send such child to a school, which conforms to the minimum standards prescribed by the
state board of education for the full time the school attended is in session, which shall not be for less than thirty-two weeks per school year.
Such attendance must begin within the first week of the school term or within one week of the date at which the child begins to reside in
the district, or within one week after his withdrawal from employment. * *

Rev. Code, 3321.19. On the request of the superintendent of schools or the board of education or when it otherwise comes to his notice,
the attendance officer shall examine into any case of supposed truancy within his district, and warn the child, if found truant, and his parent,
guardian or other person in charge of him, in writing, of the legal consequences of truancy if persisted in. When any child of compulsory
school age, in violation of law, is not attending school, the attendance officer shall notify the parent, guardian, or other person in charge
of such child of the fact, and require such parent, guardian, or other person to cause the child to attend school forthwith; and the parent,
guardian, or other person in charge of the child shall cause such child's attendance at school. Upon the failure of the parent, guardian, or
other person in charge of the child to do so, the attendance officer shall make complaint against the parent, guardian, or other person in
charge of the child in any court of competent jurisdiction.

Rev. Code 3321.38. (A). No parent, guardian or other person having care of a child of compulsory school age shall violate section
3321.01, 3321.03, 3321.04, 3321.07, 3321.10, 3321.19, 3321.20, or 3331.14 of the Revised Code. The court may require a person convicted of
violating this division to give bond in the sum of one hundred dollars with sureties to the approval of the court, conditioned that he will
cause the child under his charge to attend upon instruction as provided by law, and remain as a pupil in the school or class during the
term prescribed by law.

(B). No parent, guardian, or other person shall fail or refuse to pay a fine and costs for violating division (A) of this section of the
Revised Code or fail to give bond as provided for in this section.

(C). This section does not relieve from prosecution and conviction any parent, guardian, or other person upon further violation of such
sections; nor shall forfeiture of the bond relieve such person from prosecution and conviction upon further violation of such sections. * *

Rev. Code 3321.99. (B). Whoever violates division (A) of section 3321.38 of the Revised Code shall be fined not less than five nor more
than twenty dollars.

(C). Whoever violates division (B) of section 3321.38 of the Revised Code shall be imprisoned not less than ten nor more than
thirty days.

Form F2

IN THE COURT OF COMMON PLEAS OF LUCAS COUNTY, OHIO
JUVENILE DIVISION

State of Ohio

vs

NO. _____

COMPLAINT
FAILURE TO SEND CHILD
TO SCHOOL
(RC Section 3321.20,
3321.21, 3321.22, 3321.38)

To the Honorable Judge of the Juvenile Court of said County:

The undersigned, duly appointed by the board of
education of _____ school district, Lucas County, Ohio,
as _____ attendance officer for said school district,
makes complaint that _____ the (Parent, guardian
or person in charge) of _____ a child of
compulsory school age, residing in said school district, and
in charge of said child, has failed to cause said child to
attend school or class as required by law.

On the _____ day of _____, 19____, the
undersigned notified said _____ that the said child is
not attending school or class, in violation of law, and required
H_____ to cause the said child to attend such school or class
forthwith and the undersigned warned said _____ in
writing of the final consequences of truancy if persisted in
or of failure to attend such school or class.

A copy of said notice and warning is herewith filed.

Dated this _____ day of _____, 19____.

Attendance Officer

The State of Ohio, Lucas County, ss.
_____ being duly sworn, says that the statements in the
foregoing complaint are true as he verily believes.

Sworn to before me and signed in my presence, this
_____ day of _____ 19____.

Deputy Clerk

T.P.D. R.B.# _____

COURT OF COMMON PLEAS
JUVENILE DIVISION
LUCAS COUNTY, OHIO

STATE OF OHIO

vs

COMPLAINT-CONTRIBUTING
CASE _____

STATE OF OHIO
COUNTY OF LUCAS

SS

Complainant, _____ being first duly sworn
according to law, says that on or about the _____ day of _____
19____ in Lucas County, Ohio _____ unlawfully acted in a
way tending to cause the delinquency or unruliness of _____
aged _____ in this, to wit:

By encouraging said minor to deport himself / herself in a manner injurious to
his / her health and morals and in violation of the laws of the State of Ohio by

In violation of Section 2151.41, Ohio Revised Code.

Complainant

Sworn to before me and signed in my presence this _____ day of _____,
19____.

CAROL A. PIETRYKOWSKI, Clerk

NOTARY PUBLIC - Deputy Clerk
LUCAS COUNTY, OHIO

Form F4

APPENDIX D



COURT OF COMMON PLEAS

COUNTY OF LUCAS

TOLEDO, OHIO 43624

JUDGE ANDY DEVINE

JUVENILE DIVISION

(Date)

(Student's Name)
(Address)
()

Dear (Student's Name),

My office has been recently advised by (name of school personnel) that since your hearing, you have shown marked improvement in your school attendance. I was glad to hear the good news, and I appreciate the effort you are obviously making to do better.

Keep up the good work.

Sincerely,

Andy Devine, Judge
Juvenile Court

(cc: school)
(Court file)

(This letter will be sent by Juvenile Court when the school deems a student has shown improvement.)

(It is suggested to use school stationery.)

This is to inform you that your son/daughter, as of date, has _____ days of absence since the beginning of the current school year. The number of days missed to this date reflects that your son/daughter has missed _____% of the number of the days in which the school has been in session. According to Penta's attendance statistics, this is excessive absence and far exceeds the average.

Regular attendance is very important for achievement in school as well as future jobs for which students are preparing. If there is prolonged absence due to illness or health conditions for which I am unaware, I would appreciate being so informed.

Please contact my office at 666-1120, extension _____, at your earliest convenience regarding you son/daughter.

Thank you for your cooperation.

Sincerely,

END