



Kane County Regional Office of Education
Truancy Prevention



REGIONAL OFFICE OF EDUCATION
KANE COUNTY

Regional Superintendent Patricia Dal Santo • Assistant Regional Superintendent Deanna Oliver
Kane County Regional Office of Education
28 N. First Street, Geneva, IL 60134
P: 630.444.3401 F: 630.208.5115 www.kaneroe.org



These guidelines were developed in response to requests for specific information regarding the Truancy Prevention/Dropout Intervention Program. It is our sincere hope that these guidelines will clarify the procedures necessary to access our services after all resources, at your level, have been exhausted. We hope this will support our mutual goal by ensuring that all students are provided the opportunity to reach their maximum educational potential through improved attendance.

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*Regional Office of Education Use Only

**Alejandra Moreno**District 101- BataviaDistrict 301- CentralDistrict 303- St. CharlesDistrict U-46 Elgin

- Abbott Middle School
- Century Oaks Elementary
- Central Schools Program
- Clinton Elementary
- Creekside Elementary
- Dream Academy
- Fox Meadow Elementary
- Garfield Elementary
- Gifford Elementary
- Highland Elementary
- Hillcrest Elementary
- Illinois Park Elementary
- Kenyon Woods Middle School
- Kimball Middle School
- Larkin High School
- Liberty Elementary School
- Lowrie Elementary School
- Nature Ridge Elementary
- Otter Creek Elementary
- South Elgin High School
- Washington Elementary
- Wayne Elementary
- Willard Elementary

Angela SmithDistrict 129 - West AuroraDistrict 300- Carpentersville

- Algonquin Lakes Elementary School
- Algonquin Middle School
- Carpentersville Middle School
- Dundee-Crown High School
- Dundee Highlands Elementary School
- Dundee Middle School
- Eastview Elementary School
- Gilberts Elementary
- Golfview Elementary School
- Hampshire Elementary School
- Hampshire Middle School
- Hampshire High School
- Jacobs High School
- Lake in the Hills Elementary School
- Lakewood School
- Liberty Elementary School
- Meadowdale Elementary School
- Neubert Elementary School
- Parkview Elementary School
- Perry Elementary School
- Sleepy Hollow Elementary School
- Westfield Community School
- Wright Elementary School

Belvin JordanDistrict U-46 Elgin

- Bartlett Elementary
- Bartlett High School
- Canton Middle School
- Centennial Elementary School
- Channing Elementary School
- Coleman Elementary
- Eastview Middle School
- Elgin High School
- Ellis Middle School
- Glenbrook Elementary
- Hanover Countryside Elementary
- Hawk Hollow Elementary
- Heritage Elementary
- Hilltop Elementary
- Horizon Elementary
- Huff Elementary
- Larsen Middle School
- Laurel Hill Elementary
- Lincoln Elementary School
- Lords Park Elementary
- McKinley Elementary School
- Oakhill Elementary
- Ontarioville Elementary
- Parkwood Elementary
- Prairieview Elementary
- Ridge Circle Elementary
- Ronald D. O'Neal Elementary
- Spring Trail Elementary
- Streamwood High School
- Sunnysdale Elementary
- Sycamore Trails Elementary
- Teft Middle School
- Timber Trails Elementary

Kari GlennDistrict 131- East AuroraDistrict 302- KanelandDistrict 304- Geneva



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INTRODUCTION

The Guidelines for Improved Student Attendance and Truancy Prevention Manual has been developed as part of the Kane County Regional Office of Education's (ROE) Attendance and Truancy Initiative. This manual has been designed to include the procedures necessary for the development of a successful student Attendance/Truancy Program and the essential levels of support for improving students' Average Daily Attendance (ADA) in every school. One of the primary causes for student failure in school is poor attendance; thus, daily attendance is essential for student success.

Each school should compare the procedures and suggestions listed in the Guidelines to its current attendance protocol and implement additional measures as needed. As we proceed with the Kane County ROE Attendance and Truancy Initiative, schools can incorporate these ideas into an attendance component of their School Improvement Plan.



The Guidelines for Improved Student Attendance and Truancy Prevention Manual is composed of four interrelated components. Essential to the success of the Attendance Initiative at the local school is the implementation of all four components incorporated into a comprehensive school plan to improve student attendance.

1. COMMUNICATION

Communication includes all measures that the local school undertakes to ensure that student(s), parents, staff and community understand the School Attendance Plan. Communication is accomplished through letters, fliers, announcements, staff meetings, attendance assemblies, and other means developed at the school level. A well-designed proactive approach for direct and continual communication can have a positive impact upon improving student attendance.

2. PREVENTION

Prevention is based upon accurate daily recording, collection, reporting, and monitoring of student attendance, both excused and unexcused. The school should notify parents of a student's absence. Daily monitoring procedures conducted by local school staff provide early identification of students who are recording unexcused absences and thus possible truancy.

3. OUTREACH WORKER INTERVENTION

Intervention activities are based upon the school's early and accurate identification of truant students and the referral of these students to the Kane County ROE Truancy Prevention Program. Parent conferences should be scheduled and include school-based personnel (social worker, nurse, school counselor, etc.). Causes for student truancy are to be addressed through a written Individual Service Plan (ISP) and closely monitored. **All intervention actions initiated by the school, including referrals to outside agencies, are to be documented and maintained for future reference.**

4. REGIONAL OFFICE OF EDUCATION INTERVENTION

This process is to be implemented for chronic truant students only. Schools are required to provide specific information and documentation when referring a student for a regional conference. Such documentation is important to ensure that the school has followed the Kane County ROE Truancy Prevention Program's guideline and has provided intervening support for the student and family. Based upon information presented during the regional conference, sanctions may be imposed, such as community service or a referral to the Kane County State's Attorney's Office. Schools are to monitor and report the status of student's attendance post Regional Office Intervention.



THE DEFINITION OF TRUANT

ACCORDING TO

THE ILLINOIS SCHOOL CODE - CH. 105 ILCS, SEC. 5/26-2A

A “truant” is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined in the Article, from such attendance for more than 1% but less than 5% (between 2 full days and 8 full days) of the past 180 days

*A student must be absent without valid cause for the entire day for the day to count towards truancy. A student who is absent without valid cause for only a portion of a school day can only be disciplined under the student handbook, but the day would not count towards truancy.

“Valid cause” for absence shall be illness, observance of a religious holiday, death in the family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

“Chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

“Truant minor” is defined as a chronic truant to whom supportive services, including prevention, diagnostic intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

A “dropout” is defined as any child enrolled in grades 9 through 12 whose name has been removed from the district enrollment roster for any reason other than the student’s death, extended illness, removal for medical non-compliance, expulsion, aging out, graduation, or completion of a program of studies.



LA DEFINICIÓN DE AUSENCIA EXCESIVA

BAJO EL CODIGO

DE LAS ESCUELAS DE ILLINOIS CH.105 ILCS, SEC. 5/26-2A

Un "ausentista" se define como un niño que está sujeto a la asistencia obligatoria a la escuela y que está ausente sin causa válida, según se define en el Artículo, de dicha asistencia durante más del 1% pero menos del 5% (entre 2 días completos y 8 días completos) de los últimos 180 días.

*Un estudiante debe estar ausente sin causa válida durante todo el día para que el día explícitamente hacia el absentismo. Un estudiante que está ausente sin causa válida por sólo una porción de un día escolar sólo puede ser disciplinado bajo el manual del estudiante, pero el día no cuenta para absentismo escolar.

La "causa válida" para la ausencia es la enfermedad, la observancia de una fiesta religiosa, la muerte en la familia, la emergencia de la familia, e incluirá tales otras situaciones más allá del control del estudiante según lo determinado por la Junta de educación en cada distrito, o tales otras circunstancias que causen una preocupación razonable al padre por la seguridad o la salud del estudiante.

"Absentismo crónico o habitual" se define como un niño sujeto a asistencia obligatoria a la escuela y que está ausente sin causa válida de dicha asistencia durante el 5% o más de los 180 días ordinarios de asistencia anteriores.

"Absentismo" se define como un absentismo crónico a quien los servicios de apoyo, incluyendo la prevención, intervención diagnóstica y servicios correctivos, programas alternativos y otras escuelas y comunidades se han proporcionado recursos que no han dado lugar a la cesación del absentismo escolar crónico, o se han ofrecido y rechazado.

Un "abandono" se define como cualquier niño Matriculado en los grados 9 a 12, cuyo nombre ha sido retirado de la lista de inscripción del distrito por cualquier otra razón que no sea la muerte del estudiante, enfermedad prolongada, remoción por incumplimiento médico, expulsión, envejecimiento, graduación o finalización de un programa de estudios.



Definitions

As used in this policy, the following terms shall have the following meanings:

“Valid Cause for Absence” shall mean:

- a. illness;
- b. observance of a religious holiday;
- c. death in the immediate family;
- d. family emergency;
- e. other situations beyond the control of the student as determined by the principal, or principal’s designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the Kane County ROE for additional assistance.)

“Excused Absence” shall mean: an absence for which there is a valid cause either:

- a. known to the principal or principal’s designee; or
- b. attested by a letter (or note) signed by the parent or legal guardian setting forth such cause and approved by the principal or the principal’s designee either before or after the date of a sence.

“Unexcused Absence” shall mean: an absence for which there is no valid cause.

“Immediate Family” shall mean: parents, legal guardians, spouse, brothers, sisters, children, grandparents, parents-in-law, brothers-in-law, sisters-in-law, aunts and uncles.

“Truant” shall mean: a child who is subject to compulsory school attendance and who is absent without valid cause, as defined in the Article, from such attendance for more than 1% but less than 5% (between 2 full days and 8 full days) of the past 180 day

“Chronic Truant” shall mean: a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.



Referral Guidelines

The following information is utilized as general guidelines to request truancy services.

1st Referral

Minimum of 5% unexcused absences of regular school attendance days enrolled.

2nd Referral

Minimum of an additional 3-5 unexcused absences.

3rd Referral

Minimum of ten (10) unexcused days absent.



Instructions for Completing a Truancy Referral Form

It is extremely important to complete **all** information. Excluding data may delay the processing of truancy requests for intervention.

Student Data: Please complete with all known phone numbers. If student lives only with one parent/guardian, include both parents/guardians as well as siblings' addresses and phone contact numbers.

School History: Attach copy of current school attendance.

Interventions Attempted: Please indicate specific interventions attempted including dates and parent/guardian/student responses. This will enable staff to assess appropriate level of intervention.

****Please indicate if student has current contact with probation and/or court.****

This enables us to coordinate truancy responses.

What happens to the referral? The designated Youth Outreach Worker receives the referral and determines a course of action. Due process requires specific written notification be given to the parent/guardian as well as documenting all prior attempts to resolve truancy, including, but not limited to: phone calls, home visits, school conferences, home conferences, staffings, providing alternative programming, school counseling/social work, and community referrals for counseling.



Kane County Regional Office of Education

TRUANCY REFERRAL

Online referral must be submitted at truancy.kaneroe.org

Referrals this school year

1 2 3 4 5

Receiving Public Aid _____

Today's Date _____

STUDENT DATA:

Student's Name _____

M F Grade _____ D.O.B. _____

Student SiS #: _____

Home Phone _____

Parent/Guardian _____
(both first names)

Father's Work Phone _____

Address _____

Mother's Work Phone _____

City _____ Zip Code _____

Emergency Phone _____

RACE White Black Hispanic Other SIBLINGS Yes No

Homeless _____

Language Spoken by Parents: _____

If Special Ed. Type: _____

Student's Primary Language: _____

Bilingual Services: _____

PARENTS/GUARDIANS Married Divorced Single Step-Parent Foster

ATTENDANCE DATA:

of Days Absent: Excused _____ Unexcused _____ Suspended _____

Total Absences Last School Year _____

of Times Tardy: _____ # of Times Suspended: _____

Total This Year _____

The Illinois School Code requires schools to take measures to assist the student and his/her family in resolving an attendance problem. Documentation of these interventions is necessary (dates, comments).

SCHOOL INTERVENTIONS – TRUANCY:

PHONE CALLS TO PARENTS (DATES):

ANY CURRENT PLACEMENTS PENDING?

WARNING LETTERS TO PARENTS (DATES/COPIES)

CONFERENCES WITH PARENT(S) (DATES):

HOME VISITS

STAFFING:

CONFERENCES WITH STUDENT (DATES):

OTHER AGENCIES INVOLVED:

SCHEDULE CHANGES:

COURT INVOLVEMENT, IF SO, WHAT?

STUDENT'S ATTENDANCE SHEET MUST BE ATTACHED BEFORE ACTION IS TAKEN BY OUR OFFICE.

School & Address: _____

Submitted by: (please print) _____ Position: _____

Administrative Signature: _____

Return to: Deanna Oliver, Director, 28 N. First Street, South Tower, Geneva, IL 60134 OR Fax to: 630-208-5115



**KANE COUNTY
REGIONAL OFFICE OF EDUCATION**

Pat Dal Santo
Regional Superintendent
Deanna Oliver
Assistant Regional Superintendent

28 North First Street
Geneva, Illinois 60134
Phone: (630) 232-3401

STUDENT HANDOUT LETTER

Dear Parent(s)/Student(s):

The purpose of this letter is to inform you in regard to the law in the State of Illinois in relation to children’s education.

(5/26-1) Whoever has custody or control of any child between the ages of 6 and 17 years shall cause such child to attend some school in the district wherein the child resides the entire time it is in session during the regular school term.

(5/26-2) Enrolled pupils below 6 or over 17. Any person having custody or control of a child who is below the age of 6 years or above the age of 17 years and who is enrolled in any of grades 1 through 12 in the public school shall cause him to attend the public school in the district where-in he resides when it is in session during the regular school term.

(5/26-2a) A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

(5/26-10) Any person having custody or control of a child subject to the provisions of this article to whom notice has been given of the child’s truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, shall be guilty of a Class “C” misdemeanor, and shall be subject to 30 days imprisonment and/or fined up to \$500.00.

(803-33) Any minor adjudicated a minor in need of supervision may be:

1. committed to the appropriate Regional Superintendent of schools for a multidisciplinary case staffing, individualized educational plan or service plan, or referral to comprehensive community-based youth services;
2. required to comply with an individualized educational plan or service plan as specifically provided by the appropriate Regional Superintendent of Schools;
3. ordered to obtain counseling or other supportive services;
4. required to perform some public service work;
5. subject to having his/her driver’s license or privilege suspended;
6. failure to obey court orders is contempt of court and will result in judicial consequences.

If you have any questions or concerns in regard to this letter, please call this office at (630) 444-3401.

Kane County Truant Officer

Absences

_____ Tardies
 _____ Unexcused
 _____ Excused Absences



CONDADO DE KANE
OFICINA REGIONAL DE LA EDUCACION

Pat Dal Santo
Superintendente
Deanna Oliver
3401
Asistente Superintendente

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-

Estimado(s) Padre(s)/Estudiante(s):

El propósito de esta carta es para informarles sobre los requisitos de la ley en el estado de Illinois con relación a la educación de cada estudiante.

(5/26-1) La persona quién tenga custodia legal ó control del estudiante entre las edades de 6 y 17 años hará que dicho estudiante asista a una escuela pública dentro del distrito de residencia durante el año escolar.

(5/26-2) alumnos menores de 6 años o mayores de 17. Toda persona que tenga la custodia o el control de un niño menor de 6 años o mayor de 17 años y que esté Matriculado en cualquiera de los grados primero a duodécimo en la escuela pública, hará que asista a la escuela pública del distrito en el que reside cuando se encuentra en sesión durante el período escolar ordinario.

(5/26-2a) Un niño sujeto a asistir obligatoriamente a la escuela y que esté ausente sin causa válida por un día completo ó por parte del día es definido como "Truant" ó "Ausente"

(5/26-10) La persona quién haya recibido noticia de que el estudiante no asiste a la escuela, y la cuál sabiendolo, permite que dicho niño continúe faltando durante ese año escolar será culpable de cometer un delito menor (delito clase "c") y estara sujeto a 30 días de encarcelación y una multa de hasta \$500 dólares.

(803-33) Cualquier persona menor de edad que ha sido adivdicado por un juez como un menor de edad en necesidad de vigilancia puede recibir como consecuencia lo siguiente:

- 1. Será recomendado al Superintendente Regional Educativo para que pueda proveer un plan educativo individualizado ó a la junta para proveer una integración disciplinaria ó para remitir una orden para que el individuo cumpla servicios en la comunidad.
2. Será requerido que el endividuo cumpla con el plan educativo individualizado ó el plan de servicios estipulado por el Superintendente Regional Educativo.
3. Será ordenado ha tener consejería ó otro tipo de servicio de apoyo.
4. Será requerido a cumplir con algún servicio público.
5. Será sujeto a que los privilegios de la licencia de manejo sean suspendidos.
6. La falta de incumplimiento de la orden judicial, resultará en consecuencias judiciales más graves.

Si usted tiene alguna pregunta ó duda sobre esta carta por favor comuníquese con esta oficina al (630) 444-3401.

Oficial Escolar del Condado de Kane

_____ tardanzas
_____ ausencias sin excusas
_____ ausencias excusadas



**KANE COUNTY
REGIONAL OFFICE OF EDUCATION**

Pat Dal Santo
Regional Superintendent
Deanna Oliver
3401
Assistant Regional Superintendent

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-

EXCESSIVE ABSENCE LETTER (EAL)

_____ has referred your son/daughter to our office because of excessive absences/ tardies.

Regular school attendance is one of the factors involved in assuring our children receive an appropriate educational program. Generally five (5) days absent and/or fifteen (15) tardies to school is used as a guideline to determine excessive absences/tardies. The issue of excused versus unexcused absences/tardies becomes a non-issue when the number of days absent or tardy becomes excessive.

Our obligation is to explore the reasons for this pattern of excessive absences/tardies so that we can assure that your child is receiving every educational opportunity.

It is imperative for you to keep in close communication with your local school officials.

Sincerely,

Deanna Oliver, Assistant Regional Superintendent
Kane County Regional Office of Education

Youth Outreach Worker
630-406-7163



**CONDADO DE KANE
OFICINA REGIONAL DE LA EDUCACION**

Pat Dal Santo
Superintendente
Deanna Oliver
3401
Asistente Superintendente

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-

Con respecto a:

Estimado(s) Padre(s):

Asistencia regular a la escuela es un elemento que les asegura a nuestros hijos/hijas que reciban un programa educativo adecuado. Por lo general, diéz (10) ausencias y/o quince (15) veces llegar tarde determinan faltas excesivas a la escuela. La cuestión entre días ausentes o tardanzas excusadas ó no excusadas resultan sin validez cuando el número de días ausentes o tardanzas resulten excesivas.

Nuestra obligación es determinar las razones que causan dicha conducta, para poder asegurar que su hijo/hija reciba toda oportunidad educativa.

Es muy importante que usted se mantenga en comunicación con la escuela de su hijo/hija.

Sinceramente,

Deanna Oliver, Asistente Superintendente

Oficial Escolar del Condado de Kane

Youth Outreach Worker
630-406-7163

CARTA SOBRE LAS
AUSENCIAS EXCESIVAS



**KANE COUNTY
REGIONAL OFFICE OF EDUCATION**

Pat Dal Santo
Regional Superintendent
Deanna Oliver
3401
Assistant Regional Superintendent

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-

INCONSISTENT ATTENDANCE LETTER (IAL)

The educational future of every child is a concern to me. As you know, one of the keys to receiving an education is having regular attendance in school. Your child's name has been sent to this office because of an attendance problem. We would like to work together with you to see if a more positive attendance pattern can be achieved. This is done as a support to your family and to allow your child greater educational opportunities.

The State of Illinois law is very explicit. It requires "Every parent/guardian to properly care for, train, educate, discipline and control each child". To educate means to see that your child is in all classes every day, except if seriously ill or excused by the building administrator. If a child does not regularly attend school, legal action against the parents/guardians is a possibility. This we would like to avoid.

Please keep in good communication with your child's building administrator. If the child is ill, please be advised that school officials may request that a doctor's note be provided for every absence from school.

Again, let's work together to overcome this problem.

Sincerely,

Deanna Oliver, Assistant Regional Superintendent
Kane County Regional Office of Education

Youth Outreach Worker
630-406-7163



**CONDADO DE KANE
OFICINA REGIONAL DE LA EDUCACION**

Pat Dal Santo
Superintendente
Deanna Oliver
3401
Asistente Superintendente

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-

Con respecto a:

Estimado(s) Padre(s):

Es para mi una preocupación, el futuro educativo de cada niño. Como usted ya sabe, una clave para recibir una buena educación es asistir la escuela con regularidad. El nombre de su hijo/hija ha sido referido a esta oficina debido al problema de ausentismo a la escuela. Nos gustaría trabajar en conjunto con usted para poder alcanzar un patron de asistencia más positivo. Esto es hecho como una forma de apoyo para su familia y para ofrecerle mejores oportunidades educativas a su hijo/a.

La ley del estado de Illinois es muy explicita. Le requiere a “cada padre ó encargado legal el cuidar, educar, disciplinar, enseñar, y controlar apropiadamente a cada niño”. Educar significa asegurarse que su hijo/hija este presente en todas sus clases todos los días excepto si está seriamente enfermo ó si tiene excusa del director de la escuela. Si un estudiante no asiste a la escuela con regularidad es posible tomar una acción legal contra los padres ó encargados legales. Nos gustaría evitarlo.

Por favor mantenga una buena comunicación con el administrador de la escuela de su hijo/hija. Si el estudiante esta enfermo, por favor tome en cuenta que una nota médica puede ser requerida por las autoridades escolares por una de las ausencia.

De nuevo, vamos a trabajar juntos para vencer este problema.

Sinceramente,

Deanna Oliver, Asistente Superintendente

Oficial Escolar del Condado de Kane

Youth Outreach Worker
630-406-7163



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REGIONAL OFFICE OF EDUCATION**

Pat Dal Santo
Regional Superintendent
Deanna Oliver
3401
Assistant Regional Superintendent

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-

TRUANCY LETTER (TL)

When a truancy case is referred to the Regional Superintendent's Office, it is an extremely serious matter. Very few times do attendance problems become so great that this office is asked to take action. Truancy is defined as being absent from school without valid cause for a school day or portion thereof.

The purpose of this letter is to help you prevent further action by our office. The State of Illinois law requires any person having custody or control of a child to properly care for, train, educate, discipline and control each child. To educate means to see that your child is in all classes every day except if seriously ill or excused by the building administrator.

If this does not occur, the law states that parents can be fined up to \$500.00 and/or be imprisoned up to thirty (30) days in the county jail. In addition, a Juvenile Court petition maybe filed against your son/daughter. To avoid this action, you must see that your child is in school continuously from now until the end of the school year. It will be important for you to keep in close communication with your local school officials.

The school personnel have been instructed by this office to report to us if your child's attendance does not improve. I do not want to initiate the first steps that could lead to court action against you or your family.

Sincerely,

Deanna Oliver, Assistant Regional Superintendent
Kane County Regional Office of Education

Youth Outreach Worker
630-406-7163



**CONDADO DE KANE
OFICINA REGIONAL DE LA EDUCACION**

Pat Dal Santo
Superintendente
Deanna Oliver
3401
Asistente Superintendente

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-

Con respecto a:

Estimado(s) Padre(s):

Es un asunto sumamente serio cuando una notificación sobre las ausencias excesivas es referida a la Oficina Regional de Educación. Algunas veces las ausencias son tan excesivas que esta oficina es necesitada para tomar acción. La definición de “truancy” es estar ausente de la escuela por un día completo ó por parte del día sin razón válida.

El propósito de esta carta es para ayudarle prevenir acción extrema de esta oficina. La ley del estado de Illinois le requiere a las personas que tenga custodia ó control de un niño, el cuidar, educar, disciplinar, enseñar, y controlar apropiadamente a cada niño. Educar significa asegurarse que su hijo/hija este presente en todas sus clases todos los dias excepto si esta seriamente enfermo ó si tiene excusa del director de la escuela.

Si esto no ocurre, la ley del estado declara que los padres pueden recibir una multa de hasta \$500 dolares y/o estar sujeto a servir hasta 30 dias de carcel. También, una petición de parte de la Corte Juvenil puede ser registrada contra de su hijo/hija. Para evitar esta acción usted debe asegurarse que su hijo/hija asista a la escuela sin ausencias hasta el fin del año escolar. Sera importante que usted se mantenga en comunicación con la escuela.

Los administradores de la escuela han recibido instrucciones de esta oficina de avisarnos si la asistencia a la escuela de su hijo/hija no mejora. No quiero iniciar las primeras consecuencias que pueden resultar en consecuencias legales contra usted ó su familia.

Sinceramente,

Deanna Oliver, Asistente Superintendente

Oficial Escolar del Condado de Kane

Youth Outreach Worker
630-406-7163



**KANE COUNTY
REGIONAL OFFICE OF EDUCATION**

Pat Dal Santo
Regional Superintendent
Deanna Oliver
3401
Assistant Regional Superintendent

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-

SCHOOL CONFERENCE (SCL)

The State of Illinois requires every parent/guardian to properly care for, train, educate, discipline and control each child. To educate means to see that your child is in all classes every day, except if seriously ill or excused by the building administrator.

If this does not occur, the law states the parent(s)/guardian(s) can be fined \$500.00 and/or be imprisoned up to 30 days in the county jail. In addition, a Juvenile Court petition may be filed against your son/daughter. To avoid this action, the law states that your child must be returned to school immediately and continue to attend consecutively during the remainder of the school year.

A conference at the school has been scheduled for you:

Date:
School:
Office:

The purpose of this conference is to discuss the following to avoid any further action by this office. If no response to this letter is made, further action will be taken by the Regional Office of Education.

If you have any questions, please contact _____.
630-406-7163

Sincerely,

Deanna Oliver, Assistant Regional Superintendent
Kane County Regional Office of Education

Youth Outreach Worker
630-406-7163



**CONDADO DE KANE
OFICINA REGIONAL DE LA EDUCACION**

Pat Dal Santo
Superintendente
Deanna Oliver
3401
Asistente Superintendente

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-

Con respecto a:

Estimado(s) Padre(s):

La ley del estado de Illinois le requiere a cada padre/guardian cuidar, educar, disciplinar, enseñar, y controlar apropiadamente cada niño. Educar significa asegurarse que su hijo/hija este presente en todas sus clases todos los días excepto si esta seriamente enfermo ó si esta excusado por el director/directora de la escuela.

Si esto no ocurre, la ley del estado declara que los padres pueden recibir una multa de hasta de \$500 dólares y/o ser sujetos a servir hasta 30 días de carcel. También, una petición de la Corte Juvenil puede ser registrada contra su hijo/hija. Para evitar esta acción usted debe asegurarse que su hijo/hija asista a la escuela sin ausencias hasta el fin del año escolar.

Una conferencia ha sido reservada con usted:

Fecha:
Escuela:
Oficina:

El propósito de esta junta es para hablar sobre lo mencionado para evitar una acción más extrema por esta oficina. Los padres ó encargados legales necesita(n) presentar identificación con foto. Si no recibimos una respuesta en relación a esta carta, una acción más extrema será tomada por la Oficina Regional Educativa. Si tiene preguntas, favor de comunicarse con

_____.

630-406-7163

Sinceramente,

Deanna Oliver, Asistente Superintendente

Oficial Escolar del Condado de Kane

Youth Outreach Worker
630-406-7163



KANE COUNTY REGIONAL OFFICE OF EDUCATION
CONFERENCE INFORMATION

Date: _____
School: _____
Students Name: _____
-
Address: _____
Phone Number: _____ D.O.B. _____

MEMBERS OF THE FAMILY

Parents Marital Status: Married _____ Divorced _____ Single _____

Mother: _____ Date of Birth: _____

Employer (Name, Address & Phone #) _____
-

Father: _____ Date of Birth: _____
Employer (Name, Address & Phone #) _____
-

Past/Present Special Education Involvement: _____

SIBLINGS:

Name	Date of Birth	Grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER PEOPLE IN HOME:

Name(s)	Relationship to Child
_____	_____
_____	_____
_____	_____



Kane County Truancy Alternative Program Individualized Service Plan

Student: _____ SIS#: _____

D.O.B _____ Gender: M F Grade: _____ School: _____

Type of Program: ___ Special Ed ___ Regular ___ Bilingual ___ Other Date of Entry: _____

Basis for Referral: 1. Truant ___ 2. Chronic Truant ___ 3. Retrieved Dropout ___

Referral Pre Attendance: _____% Total Days Attended: _____ Unex: _____ Ex: _____ Sus: _____

Post Attendance: _____% Total Days Enrolled: _____

Total Days Attended: _____ Unex: _____ Ex: _____ Sus: _____

Total Days Enrolled: _____

Attendance Objective: Increase attendance by _____%

Youth Outreach Worker will track attendance weekly/biweekly

Date Letters sent: EAL _____ IAL _____ TWL _____ SC _____ GC _____

<u>Current Services</u>	Provider	Services Needed
___ School Counseling/Social Work	_____	_____
___ Service Team Meeting	_____	_____
___ Active IEP	_____	_____
___ Agency/Truancy Counseling	_____	_____
___ Attendance/Medical Contract	_____	_____
___ Drug/Alcohol Assessment	_____	_____
___ Probation/Court Involvement	_____	_____
___ Other	_____	_____

Service Plan Participants Signatures

Parent: _____ D.O.B _____ School Representative: _____

Student: _____ Truancy/Outreach: _____

Program Director: _____ Other: _____

What is the nature of the Student's Attendance Problem? (Please check all that apply)

Transportation Issue

- Too far to go
- No money for transportation
- Misses bus
- No reliable means of getting to school

Safety Issue

- Surrounding neighborhood not safe
- School not safe
- School problem

Health Issue

- Pregnancy
- Medical problem
- Substance abuse
- Handicap/Disability

Academic/School Issue

- Problems with teacher
- Problems with School personnel
- Poor academic performance
- School discipline problem
- Suspended from school

Home Issue

- Tending to younger siblings
- Parent/Guardian not well
- Physical, sexual, or substance abuse in the home
- Student is also a parent
- Homeless
- Domestic Violence
- Runaway
- Date Violence
- Neglect

Student Characteristics

- Low Achievement
- Low Attendance
- High Failure Rate
- Parenthood
- Credit Deficiencies
- Discipline Referral
- Drug/Alcohol Problem

Social Issue

- Gender Intimidation
- Gang Activity
- Financial issues
- Difficult peer relationships
- Bullying
- Personal relationship

Other:



Kane Condado Programa Alternativo de Truancy Plan Individualizado del Servicio

Estudiante: _____ SIS#: _____

Fecha de nacimiento _____ Género: M F Grado: _____ Escuela: _____

Tipo de programa: ___Educación especial ___ Regular ___Bilingüe ___Otro Fecha de la entrada: _____

Base para el referido: 1. Ausencias _____ 2. Ausencias crónicas _____ 3. Baja recuperada _____

Referido Pre-Asistencia: _____% Total Días Atendidos: _____ Unex: _____ Ex: _____ Sus: _____

Total de Días Registrados: _____

Referido Después de Asistencia: _____% Total Días Atendidos: _____ Unex: _____ Ex: _____ Sus: _____

Total de Días Registrados: _____

Objetivo de asistencia: Aumentar la asistencia en _____%

Oficial Escolar supervisará la asistencia semanal ó cada dos semanas

Se enviarán cartas fechadas a: EAL _____ IAL _____ TWL _____ SC _____ GC _____

<u>Servicios actuales</u>	Proveedor	Servicios necesitados
_____ Consejería escolar/trabajo social	_____	_____
_____ Mantenga la reunión del equipo	_____	_____
_____ IEP Plan activo	_____	_____
_____ Consejero de ausencias de la ágencia	_____	_____
_____ Contrato médico de asistencia	_____	_____
_____ Pruebas de droga y de alcohol	_____	_____
_____ Probatoria através de la corte	_____	_____
_____ Otros	_____	_____

Firmas de los participantes del plan

Padre: _____ Fecha de nacimiento _____ Representante de la escuela: _____

Estudiante: _____ Truancy/excede: _____

Director del program: _____ Otro: _____

Cual es la causa del probleme? (como fue reportada por el estudiante o guardian)

Problema del transporte

- Ir muylejos
- No tener dinero para la transportación
- Perdio el autobús
- Ningún medio confiable para ir a la escuela

Problemas de seguridad

- Vecindad circundante la escuela no segura
- Escuela no segura
- Pandillas

Problemas de salud

- Embarazo
- Carecer asistencia médica/vacunas
- Problema médico
- Abuso de sustancias
- Descapacidad mental o física

Problemas académicos/de la escuela

- Problemas con el profesor
- Problemas con personal de la escuela
- Funcionamiento académico bajo
- Problema de la disciplina de la escuela
- Suspendido de la escuela

Problemas en casa

- Atender a hermanos más jóvenes
- Enfermedad de padres ó encargados
- Abuso físico, sexual, o de sustancias
- El estudiante es también un padre
- Sin hogar
- Violencia doméstica
- Fugitivo
- Violencia en una cita
- Negligencia

Características del estudiante

- Bajo aprovechamiento
- Asistencia baja
- Alto porcentaje de reprobacion
- Paternidad
- Deficiencias de créditos escolares
- Remisión de la disciplina
- Problema de droga/alcohol
- Problemas de salud

Problemas sociales

- Acoso sexual
- Actividad de pandillas
- Problemas financieros
- Presión de companeros
- Burlas
- Relaciones personales

Otros:



**KANE COUNTY TRUANCY PREVENTION PROGRAM
ATTENDANCE CONTRACT**

**CONTRACT BETWEEN
KANE COUNTY TRUANCY PREVENTION PROGRAM**

and

_____ School

_____ Parent(s) / Guardian(s)

_____ Student(s)

Because we have been referred to the Kane County Truancy Prevention Program and there is concern about our child(ren)'s absences and/or tardies to school, we agree to the following conditions:

1. The child(ren) in this family will arrive to school on time.
2. The child(ren) will come to school even if they are marginally ill. School personnel will determine if my child is ill enough to be sent home.
3. If the child(ren) must remain home because of illness, I will telephone the school to report this absence. I will do this on the morning of the absence.
4. I understand that if my child remains home because of illness, the school authorities shall/ may request a doctor's note for each day of absence. This medical excuse must contain the following information:
 - a. the date on which the doctor saw the child;
 - b. the diagnosis of the child's illness;
 - c. the number of days for which the child should be out of school.
5. Parents are to keep in close communication with the local school.
6. The School will notify the Regional Superintendent's office in writing of any Out of School Suspensions, Exclusions, or Pending Expulsions.

I (We) further understand that if these conditions are not followed, this contract can and will be used in a court of law as evidence of the family's lack of concern with its legal responsibility.

Signed on this date _____ at _____

_____ Student

_____ School Representative

_____ Parent(s)/Guardian(s)

_____ Truancy Prevention Representative



**KANE COUNTY TRUANCY PREVENTION PROGRAM
ATTENDANCE CONTRACT**

**CONTRATO ENTRE
EL PROGRAMA DE PREVENCIÓN DE AUSENCIA
DEL CONDADO DE KANE
Y**

_____ Escuela

_____ Padre(s) ó encargados

_____ Estudiante(s)

Débedo al hecho de que nuestro nombre hasido referido al Programa de Prevención de Ausencia del Condado de Kane y lo cuál ha causado una preocupación en relación con las ausencias y las tardanzas de nuestro hijo(a) a la escuela, estamos de acuerdo con las siguientes condiciones:

1. Los estudiantes de esta familia llegarán a tiempo a la escuela.
2. Los estudiantes asistiran a la escuela aún cuando esten un poco enfermos. La administración de la escuela determinará si están lo suficiente enfermos para ser mandados a la casa.
3. Si los estudiantes necesitan permanecer en casa debido a una enfermedad seria, llamaré por teléfono a la escuela para reportar la ausencia. Haré esto la mañana de la ausencia.
4. Entiendo que si mi(s) hijo(s)/hija(s) permanece(n) en casa debido a una enfermedad, las autoridades de la escuela pueden requerir una nota médica por cada ausencia. Esta nota médica debe incluir lo siguiente:
 - a. la fecha que el doctor atendió los estudiantes;
 - b. los resultados;
 - c. la cantidad de ausencias necesitadas por el estudiante.
5. Padres deben mantenerse en comunicación con la escuela.
6. La escuela notificará a la oficina Regional de Educación por escrito cualquier fecha de suspensión fuera de la escuela, exclusión, ó la posibilidad de expulsión.

También entendemos que si estas consecuencias no son obedecidas, este contrato puede y sera usado en la corte como prueba de falta de responsabilidad legal.

Firmada en la fecha de _____ en _____

_____ Estudiante

_____ Representante de la escuela

_____ Padre(s)/Guardian(es)

_____ Representante del Programa



KANE COUNTY REGIONAL OFFICE OF EDUCATION

Pat Dal Santo
Regional Superintendent
Deanna Oliver
Assistant Regional Superintendent

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-3401

REGIONAL CONFERENCE LETTER (RCL)

Article 5/26-1 and 5/26-2 of the Illinois School Code specifically spells out that anyone having custody or control of any child shall cause such child to attend a public, private or parochial school.

Article 5/26 of the Illinois School Code explains the role of the Regional Superintendent in making sure that the law is properly carried out.

Therefore, it becomes my legal responsibility to call a conference as follows:

Place: Regional Office of Education
28 North First Street, Geneva, Illinois

Time:

Attended by:

The purpose of this conference is to avoid further action. A planned program must be developed that will assure a change in your child’s behavior. Parents are required to bring identification to the meeting. If we cannot succeed in this planning, I will have no other alternative but to seek further action through the county courts.

Sincerely,

Deanna Oliver, Assistant Regional Superintendent
Kane County Regional Office of Education



**CONDADO DE KANE
OFICINA REGIONAL DE LA EDUCACION**

Pat Dal Santo
Superintendente
Deanna Oliver
Asistente Superintendente

28 North First Street
Geneva, Illinois 60134
Phone: (630) 444-3401

Con respecto a:

Estimado(s) Padre(s):

Artículo 5/26-1 y 5/26-2 del Código de las Escuelas de Illinois declara que la persona con custodia o control de cualquier niño hará que asista una escuela publica, privada, ó parroquial.

Artículo 5/26 del Código de las Escuelas de Illinois explica la responsabilidad del Superintendente Regional de asegurar que la ley se lleve a cabo adecuadamente.

Por consiguiente, es mi responsabilidad legal convocar esta junta:

Localización: Oficina Regional de la Educación
28 North First Street, Geneva, Illinois

Hora:

Presencia necesitada de:

El propósito de esta junta es para evitar otras consecuencias legales. Se desarrollará un plan que asegure un cambio positivo en la conducta de su hijo/a. Los padre(s) ó encargados necesita(n) presentar identificación. Si no tenemos éxito con este plan, nó tendré otra alternativa más que solicitar otras acciones legales, a través de la corte.

Sinceramente,

Deanna Oliver, Asistente Superintendente
Oficial Escolar del Condado de Kane



Kane County Regional Office of Education Regional Conference Information

Date: _____

School: _____

Student Name: _____

Address: _____

Phone Number: _____ D.O.B _____

MEMBERS OF THE FAMILY

Parents Marital Status: ___ Married ___ Divorced ___ Single

Mother: _____ Date of Birth: _____

Employer (Name, Address & Phone #) _____

Father: _____ Date of Birth: _____

Employer (Name, Address & Phone #) _____

Past/Present Special Education Involvement: _____

SIBLINGS:

Name	Date of Birth	Grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER PEOPLE IN HOME:

Name(s)	Relationship to Child
_____	_____
_____	_____
_____	_____



PREDICTORS OF FUTURE TRUANCY

1. Attendance patterns – frequent absences, suspicious excused, frequent tardies.
2. Poor classroom performance in general.
3. Peer relationship – loner, fights, not chosen for games, shy.
4. Limited participation in extracurricular activities and physical education
5. Physical appearance – dress, personal hygiene, size, health.
6. Eating disorders – anorexia, bulimia, obesity.
7. Frequent change of schools; grief and loss issues for child.
8. Sibling performance in school was negative or sibling dropped out or truant.
9. Family environment reveals problems, e.g. Overprotective.
10. Two or more years behind in reading and/or mathematics.
11. Failure of one or more school years in elementary school.
12. Friends not school oriented or dropouts/truants.
13. Friends much older or substance abusers.
14. Feelings of not belonging/social isolation.
15. Behavior problems requiring disciplinary measures.
16. Recent divorce in the home or single parent home.
17. Recent death in the home or terminally ill parent.
18. Alcohol and/or drug abuse and/or child of alcoholic family system.
19. Emotional problems/psychosomatic illness; asthma, colitis, ulcers, eczema, enuresis, encopresis.
20. Absent from home without parental consent.
21. Lack of parental supervision before and/or after school.
22. Abused and/or neglected. (Spouse and/or child)
23. Disconnected or no phone during the last school year.
24. ED or LD placement.
25. Moved four (4) or more times in elementary school.
26. Twenty (20) or more absences in kindergarten or 1st grade.
27. Separation issues of parent/child.



Each year over 1,000 students drop out of school in Kane County before completing their education. In an effort to address the educational needs of those students, our Dropout Intervention Program is designed to assist the dropout in exploring the variety of options that are available in Kane County.

G.E.D.

An individual is eligible to take the GED Test given they meet the guidelines listed below:

- 17 years of age or older
- is not a high school graduate or a GED graduate*
- has maintained residence in the State of Illinois for thirty days.

Note: If an individual is of school age and has been enrolled in a public, private, or a home school setting in the last 12 months, they must present a withdrawal letter from the last school enrolled before taking GED Test.

G.E.D. Preparation Classes & Testing Centers

Elgin Community College
 GED Preparation Classes
 Main Campus
 1700 Spartan Drive
 Elgin, IL 60123
 (847) 214-6904

Waubonsee Community College
 GED Preparation Classes
 Aurora Campus
 18 East Galena
 Aurora, IL 60506
 (630) 801-7900 - Ext. 4600

Testing Center
 Elgin Community College Main Campus
 1700 Spartan Drive
 Elgin, IL 60123
 (847) 214-7150

Kane County Regional Office of Education
 Registration and Testing Center
 28 N. First Street
 Geneva, IL. 60134
 (630) 444-3401

Registration for the GED takes place at www.GED.com or by calling 1-877-392-6433. The cost is \$120.



JOB TRAINING OPTIONS

The Illinois Department of Employment Security will assist in helping your child develop his/her job skills in computer, office skills, retail, vocational, etc.

Illinois Department of Employment Security
Southern Kane County
2 Smoketree Plaza
North Aurora, IL 60542
(630) 844-8429

Kane County Workforce Development
Youth Program Manager, Suzane Markin
(630) 966-1435 Ext. 40076
markinsuzanne@countyofkane.org

MILITARY OPTIONS

The military can offer an opportunity for continued schooling, while in the service, or once you are out of the service. The Military also provides an opportunity to learn almost any skill you would like to learn.

Recruiting Stations:

National Guard Recruitment
254 Raymond St.
Elgin, IL 60120
(847) 741-2882

Army, Navy, Air Force, Marines
908 N. Lake St., Unit D
Aurora, IL 60505
(630) 892-9857

JOB OPTIONS

Every student may not be interested in going back to school or enrolling in the Kane County Department of Employment and Education Program, as they must work. We try to assist these students in finding a job, with the understanding that they will show the responsibility it takes to keep the job.

COMMUNITY COLLEGE OPTIONS:

W.C.C. and E.C.C. offer courses in almost any field that a student would like to enter. You do not have to be a high school graduate to go to Junior College. A student can complete two (2) years of coursework in college but in order to earn a degree they must have their G.E.D.

Elgin Community College
Main Campus
1700 Spartan Drive
Elgin, IL 60123
(847) 697-1000

Waubensee Community College
Aurora Campus
5 E. Galena
Aurora, IL 60506
(630) 801-7900

RETURNING TO YOUR HOME SCHOOL

The Dropout Intervention Worker will act as an advocate in helping you return to your home school. However, recent changes in the law may affect your re-enrollment status if you are 17 years of age or older.

If you have any questions, please contact Deanna Oliver at the Kane County Regional Office of Education, 28 N. First Street, South Tower, Geneva, IL 60134, (630) 444-3401.