

IN THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR THE STATE OF FLORIDA

**ORDER ESTABLISHING TRUANCY NIGHT COURT  
FOR HENDRY COUNTY**

Pursuant to this Court's inherent authority to administer and regulate the courts of the Twentieth Judicial Circuit, as well as the authority prescribed by Fla. R. Jud. Admin. 2.050 and Florida Statute § 43.26, the Court hereby establishes a Truancy Night Court Program for Hendry County, Florida.

Truancy petitions filed with the Clerk of the Court by the Superintendent of Schools are governed by Chapter 1003 of the Florida Statutes. Upon the filing of any such petition with the Clerk of the Court in the Juvenile Division, the Clerk shall assign a case number and a summons shall issue directed to the parent and child for an arraignment hearing the next scheduled truancy court date that is no later than thirty (30) days of the filing of the petition.

Practice and procedures for such petitions are as set forth in Florida Statute § 984.151 and any applicable rules of court. At the initial hearing, the court will arraign both the child and the parent on the petition and if the parent and child admit or consent to the petition, the court shall proceed as prescribed by the Florida Statute § 984.151(7).

If the parent and child deny the allegations in the petition at the initial hearing, the court will set a trial date and notice will be given to the school social worker or other school representative to appear on the trial date to present the school's case. In that instance, the court shall proceed to make findings on the record and issue its ruling pursuant to Florida Statute § 984.151(7).

Copies of the disposition order shall be given to the superintendent, the school social worker or other school representative, the parent or guardian of the child, and the child.

The school district, through its designated representative, is responsible for assisting the parent or guardian and the child with compliance with the order. This representative will be available for review hearings to inform the court of the progress of the case.

The court will set a review hearing, no less than thirty (30) days from the date of disposition, in order to ensure compliance with its order and may set further review hearings as may be necessary within the exercise of its sound discretion. Any order entered by the court is enforceable through its contempt powers pursuant to Florida Statute § 984.151(9).

Truancy Night Court will be held at the Hendry County Courthouse located at the corner of Rt. 80 and Rt. 29, LaBelle, Florida in the courtroom and at such intervals as the court deems necessary in order to carry out the purpose and intent of this order.


Guidelines for the establishment of the Truancy Night Court Program are as provided in the proposed manual submitted by the Hendry County School Board's Truancy Intervention Program. A copy of the proposed manual is attached to this order and made a part hereof.

Any incidental costs associated with the operation of this program will be born by the school district. Such costs may include, but are not limited to, costs incident to the provision of security and Clerk's personnel.

This order shall remain in effect until otherwise modified, amended or rescinded by further order of the Court.

**DONE AND ORDERED** in chambers in Naples, Collier County, Florida this 01<sup>st</sup> day of October, 2003.

ATTEST:

  
L. Caron Jeffreys  
Court Administrator

  
Hugh D. Hayes  
Chief Judge

# Truancy Intervention Program



**Hendry County District Schools**  
**Thomas W. Conner, Superintendent**

# **HENDRY COUNTY SCHOOL BOARD'S TRUANCY INTERVENTION PROGRAM (T.I.P.)**

## **PROGRAM INTRODUCTION & HISTORY**

The Hendry County School Board recognizes that Hendry County has a crisis situation concerning truancy. Research supports the immediate need for a pilot program that will address a truancy program that will be effective and feasible.

The program was conceived based on studies conducted in 1991 and 1993 by Miami/Dade County Grand Juries. The Grand Jury's findings revealed that between 75-85% of serious juvenile offenders had been truant or chronically absent from school. These studies further revealed that this student population failed to read at grade level. These findings correlate to the fact that 75% of all prison inmates are functionally illiterate and displayed a negative pattern of erratic attendance that began in the third grade or at age nine. In response to the Grand Jury findings the program was introduced to the 12 Hendry County Public Schools. Which includes 6 elementary schools, 2 Middle schools, 2 High schools, and 2 alternative schools. Out of the 6 elementary schools in the county 9.1% of the students had 21 or more absences. The 2 middle schools had 20% of the students with 21 or more absences and the 2 high schools had 10.2% of the students with 21 or absences from school, and the 2 alternative school's had 52.6% of the student's with 21 or more absences. **The state level for elementary schools is 6.0% with 21 or more absences, for the middle schools 11.4% and for the high school is 15.1%. Our dropout rate is 4.9%; we rank # 62 out of 67 counties in student dropout.**

### **Based on the University of Florida Statistical Abstract for Hendry County, Florida:**

Hendry County is a wide spread rural county with a population of 30,522 and this number fluctuates during the season with migrant workers. The per capita income is \$22,193, and thirty-two percent (32%) of this population are children. There are six (6) elementary schools, two (2) middle schools, two (2) high schools, two (2) migrant summer institutes and two (2) alternative schools serving 7,584 children, only 59.8% of whom graduate. Any urban or cultural resources are over an hour's



drive away at one of the coast areas. The recreational or leisure activities for youth are few, resulting in the youth establishing parking lots and woods as unsupervised "hang outs." The motivation of the students, lack of transportation, poor adult literacy rate and poor parent involvement are all identified as unmet needs. Poverty rate is at 22.9%, per capita teen birth rate is 99.1 out of 1000.

Hendry County is ranked # 62 out of 67 counties in truancy, among the ten (10) worst counties for risk factors for adolescent problem behaviors in the following areas: unemployment (3<sup>rd</sup>), AFDC recipients (2<sup>nd</sup>), adult weapons and overall arrests (2<sup>nd</sup>), adult DUI arrests (6<sup>th</sup>), juvenile aggravated assaults (7<sup>th</sup>), juvenile liquor law violations (5<sup>th</sup>), and teen pregnancy (1<sup>st</sup>). During the 1991-92 to 1996-97 period of records, the Juvenile Justice referral rates increased 102%. The DJJ Bureau of Data And Research 2000-2001 notes that in Hendry County there are 137 juvenile charges, 100 referrals, with 72 youth involved in these charges. The 2000 Florida Youth Substance Abuse Survey conducted by the Florida Department of Education's Safe, Disciplined, And Drug Free Schools Program and the University of North Florida suggest that 67% of Hendry County middle school students feel that they are at risk, and will not graduate from high school. Safe and Drug Free Schools Program Data from 2001-2002 profiles show 7,584 students enrolled in public school program. Racial percentages of the students are 37% white, 18% Black, and 45% Hispanic and others. Seven percent of the students are classified LEP, and 65% receive free/reduced lunch.

**If students do not attend school, or attend sporadically they will fall further and further behind, often becoming dropouts and/or behavioral problems. We need to keep them in school so that no child will be left behind.**

### **Hendry County School Student Statistics:**

The LaBelle Middle School serves approximately 790 6<sup>th</sup>-8<sup>th</sup> graders, including 260 6<sup>th</sup> graders. Students are 39% Caucasian, 26% African American and 34% Hispanic and 66% qualify for free/reduced lunches. Twenty-four percent (24%) of the students miss 11-20 days per year and twelve percent (12%) miss twenty-one (21) or more days per year. The 2002-2003 Final Attendance Report indicates the average daily attendance of 695 students. That is sixty-three (63) students absent daily, or 8.34% of student enrollment.

The La Belle Elementary School had an average daily enrollment of 778 students and average daily attendance of 724.8, with fifty-three (53) students or 6.85% absent daily. Seventy-nine percent (79%) of these students qualify for free/reduced lunches.

County Oaks Elementary School had an average enrollment of 899 students and average daily attendance of 822.5, with 76.5 students or 8.54% absent daily. Seventy-four percent (74%) of these students qualify for free/reduced lunches.

The La Belle High School had an average daily enrollment of 774 students and average daily attendance of 687.6, with 86.4 students absent daily. The highest absentee rates are in grades nine (9) and ten (10), with 30.9 students or 11.78% absent daily in grade nine (9), and 21.4 students or 10.5% absent daily in grade ten (10).

Within the National Composite Ranking for "Kids Count" Initiative, Florida ranks in the 40-50 range, which is the lowest/worst of all the states overall in reference to the children. Florida ranked up to twenty percent (20%) worse than the state median in high school dropouts.

#### **PROGRAM DESCRIPTION:**

The Truancy Intervention Program (T.I.P.) is a partnership between the Hendry County School Board (HCSB), the Hendry County Sheriff's Office (HCSO), the Hendry County Commissioners (HCC), the Hendry-Glades Mental Health clinic (HGMH), and the Hendry County District Court (HCDC). The primary goal of the Hendry County School Board is to reduce truancy and have students attend school on a consistent basis, which will aid in lowering juvenile crime. T.I.P. also utilizes a multi-disciplinary team of school and community personnel to develop new and innovative approaches to address and reduce excessive unexcused absences and tardies as an intervention strategy prior to referring students/parents for court involvement. This team will provide support for students who have demonstrated chronic absenteeism and tardiness. T.I.P. combines early intervention with prosecutorial enforcement of Florida's Compulsory Education Laws.

This program works through the use of the HCSB computer database. The database identifies truant students in the participating schools once they reach the minimum number of unexcused absences necessary to trigger their enrollment in T.I.P. Once identified, the T.I.P. School Resource Officer will locate the truant student and bring that student to his/her school.

Once the student is returned to his/her school, a certified T.I.P. Case Manager from Hendry/Glades Mental Health clinic will meet the truant student for Case Management services. The Case Manager will be available to the students and parents to discuss truancy issues, and problems and solutions concerning truant behavior.

The truant student and his/her parents/guardians will be required to attend a mandatory meeting at the student's school. The meetings occur on a progressive continuance depending on the absenteeism pattern of the student.

If the parent fails to attend a meeting, what is known as a "locate" will be attempted by the T.I.P. Liaison/Truant Officer or the T.I.P. School Resource Officer, in order to find the parent(s). When the parents are found the T.I.P. program personal will stress the necessity for attendance, and a new appointment will be set up for the next available meeting date. The T.I.P. Coordinator or the T.I.P. Liaison/Truant Officer begins the "locate" procedures upon the immediate review of the meeting results in order to reduce delays.

### **TIP MEETINGS:**

At the meetings the importance of parental responsibility to ensure regular school attendance and compliance with state attendance laws are stressed. The meetings are also utilized to evaluate the student's entire family situation, and to determine the causes of the truancy. T.I.P. envisions regular school attendance. As the first step needed to provide meaningful and effective intervention that may prevent future delinquency. As a result, various strategies, including remedial tutoring, social service assistance and if necessary, court assistance through Florida's dependency system or through appropriate criminal prosecution are utilized to develop and implement solutions. After the meeting the student's school attendance is tracked and follow-up meetings are mandated as needed.

The initial or first level meeting is scheduled at the student's regular school. For elementary schools in T.I.P., the second level meetings are also held at the school. For secondary schools in Clewiston the second level meetings are held at the schools. In La Belle the 2<sup>nd</sup> level meetings are held at the T.I.P. office.

Attendees at the first and second level meetings include the School principal or Assistant Principal, School Counselor, T.I.P. Coordinator or Liaison/Truant officer, T.I.P. School Resource Officer, T.I.P. Case Manger, the student and his/her parent/guardian. **It is very important that everyone from the schools attend the meetings.**

During and following each meeting **the schools assume the responsibility of collecting and documenting information by school representatives, parents and students.** Copies of all completed T.I.P. forms are included in a special T.I.P. file created for the student. **The thorough and proper documentation of all processed information is**



**critical should the student's attendance problem continue and require a Truancy Petition to be filed with the courts**

**IMPLEMENTATION:**

**The T.I.P. School Resource Officer** will help monitor attendance, pick up truant youth, contact parents, and return youth to school. They will report to the T.I.P. Coordinator, T.I.P. Liaison/Truant Officer and school administration. They will attend Truancy (T.I.P.) level meetings when needed.

**The T.I.P. Project Director/Coordinator** will have the responsibility of overseeing the entire T.I.P. Program. **Liaison/Truant Officer** will monitor attendance, pick up truant youth, contact parents, return youth to school, conduct T.I.P. meetings when needed and report to T.I.P. Project Director/Coordinator and school administration.

**The T.I.P. Case Managers** (certified mental health case managers) will help optimize the functioning of youth and families by coordinating and linking services in the most efficient manner. They will monitor service delivery continually. They will also attend all T.I.P. meetings and participate in making recommendations. The Case Managers will report to the T.I.P. Project Director/Coordinator, school administration and Hendry Glades Mental Health.

**The Hendry County School Board** is devoted to aggressively implementing a truancy program that will reduce truancy, prevent delinquent behavior, reduce potential for juvenile crime, and save the future of Hendry County youth.

**The Truancy Court Petition and night Court Procedures exists as follows:**

1. Upon completion of attendance intervention, from level (1) and level (2) meetings if the student has had a **minimum of 5 unexcused absences within a calendar month or 10 unexcused absences within 90 calendar day period**, a truancy petition under s. 984.151 and supportive documentation shall be filed by the Superintendent.
2. The petition shall consist of the following information.
  - A. Name, age, and address of the student
  - B. Name and address of the students parent/guardian
  - C. Name of school where student is enrolled
  - D. Number of days and dates the student has missed (supporting documentation)
3. The petition shall be sworn to by the Superintendent.



4. Once the petition is signed, the original shall be filed with the Clerk of the Circuit Court, Juvenile Division.
5. The Clerk shall give the original petition a court number and shall summons the parent and child for an arraignment hearing at the next truancy court date within 30 days of the petition's being filed.
6. A copy of the petition and summons shall be placed in the clerk's box for the Superintendent and/or school representative.
7. At the initial hearing, the Court will arraign both the child and the parent on the petition and if the parent/guardian and child admits or consents to the petition, the court shall sentence pursuant to 984.151(7).
8. At the initial hearing, if the parent/guardian and child deny the allegations in the petition, the court will set the date and notice will be given to the school representative (as Superintendent's designee) to appear on the trial date to present the School's case. If the Court finds that the child missed any of the alleged dates, the Court will place the findings on record and shall sentence pursuant to 984.15(7).
9. A copy of the disposition order will be given to the Superintendent, or school representative, parent /guardian and child.
10. The school district, through it's representative, is responsible for assisting the parent /guardian and child with compliance of the court order. This representative will be available for all review hearings to inform the Court of the progress.
11. The court will review hearings, no less than 30 days from the date of disposition in order and may set further review hearings as necessary.

The Court shall enforce its order through its contempt powers pursuant to (984.151 (9)

**Truancy Court shall be held at the Hendry County Court House in La Belle second Monday of each month.**

#### **MEETING(S) SCHEDULE**

With regards to the first and second level meetings, in La Belle meetings will held in the pre-determined meeting place (the student's school or T.I.P. office) every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. In Clewiston, the 1<sup>st</sup> and 2<sup>nd</sup> level meetings will be held at the students school Monday through Thursday. A letter from the superintendent's office regarding meeting date, time, and place is hand delivered by the T.I.P. School Resource Officer in advance.

Scheduled meetings occur in thirty to forty-five minute increments, throughout the scheduled dates. If a parent calls to reschedule the meeting the school must inform the parent that they need to contact the T.I.P. Coordinator. **The school may not cancel or reschedule any meetings.**

### **PARENTAL MEETING NO-SHOWS**

If the parent of a student fails to attend a meeting, what is known as a "locate" will be attempted by the T.I.P. School Resource Officer in order to find the parent and set a new meeting on the next available date. The T.I.P. Coordinator or T.I.P. Liaison/Truant Officer will begin locate procedures upon the review of the meeting result data. All telephone and address contact information must be included in the narrative section for the T.I.P. School Resource Officer to review. The meeting will be rescheduled and the parent/guardian will receive a notice from the T.I.P. Coordinator or the T.I.P. Liaison/Truant Officer confirming it.

### **STUDENT T.I.P FILE**

The following information must be placed in the student's file that is established subsequent to the student's enrollment in T.I.P.:

1. Each meeting checklist completed at every meeting. (Addendum I)
2. Each recommendation form completed and executed at every meeting. (Addendum J)
3. Each attendance agreement completed and executed at every meeting. (Addendum H)
4. A copy of all releases of information pertaining to the student and family.
5. Any written absence excuses given to the school by the parent or guardian.
6. Any notes taken at the meeting by school personnel.
7. A copy of the school child study team report.
8. A copy of police officers notes (SRO Report.)

### **T.I.P. CASE MANAGER RESPONSIBILITIES**

The T.I.P. Mental Health Case Manager will be follow through with assisting in the assessment of the student's and family's needs and making any necessary referrals.

### **TIP SCHOOL RESOURCE OFFICER (LOCATE OFFICER) RESPONSIBILITIES**

The T.I.P. officer is assigned to attend all scheduled meetings. T.I.P. School Resource Officer is also responsible for hand delivery of notification letters to parents regarding scheduled TIP meetings. The officers play a dual role: law enforcement and community resource. The officers will be responsible for taking detailed notes at each meeting. Each officer must complete a Meeting Report for each meeting and maintain these original reports on file. It is imperative that these reports be kept on file separated by school and last name. The proper filing will facilitate any potential criminal action taken against the parent for their failure to ensure their child's attendance. The participation of school police in T.I.P. is vital to the program's success, because they are not only a direct link to the law enforcement piece of the program, they are also an invaluable resource for input and services to the families involved in T.I.P.

### **TEACHERS' RESPONSIBILITIES**

Teachers will make sure that any notes/ excuses turned in by the student are turned in to the attendance office in a timely fashion. Teachers will also closely monitor for continued absences of their students who are enrolled in T.I.P.

### **FIRST LEVEL MEETING**

#### **Elementary and Secondary School Criteria:**

The first level meeting will occur when the student accrues **three (3)** unexcused absences through the first nine (9) weeks. One (1) unexcused absence shall be necessary each additional month in order for the student to qualify for the program.

#### **Location/Time:**

Student's school on the day designated, beginning at 8:00 a.m.

#### **Attendees:**

Student, parent/guardian, a school administrator, school counselor T.I.P. case worker, and T.I.P. Coordinator or T.I.P. Liaison/Truant Officer, T.I.P. School Resource Officer will attend all first level meetings.

#### **Purpose:**

During the first meeting, the school representatives must be prepared to discuss T.I.P. (outlining both the Hendry County Schools and the Circuit Court). The student's academic, attendance and conduct history should be addressed to determine the root cause of the child's absences. **The school will develop any necessary academic assistance plan.** Additionally, information concerning programs available that may assist the family and the child will be offered with recommendations to resolve



the truancy. **It should be stressed that it is the parent's responsibility for ensuring that their child attends school.**

**Procedure:**

The first level meeting will occur on the regularly scheduled dates. The T.I.P. Coordinator or T.I.P. Liaison/Truant Officer should facilitate the meeting. At that first meeting, the parent, the student, and the school administrator should sign the student attendance agreement. (Copies of the agreement are available in English and Spanish). In addition to executing the attendance agreement, the following information must be reviewed and addressed at that meeting:

- Addendum I:** A checklist of pertinent questions. Will be completed by T.I.P. personnel.
- Addendum J:** Recommendations, if needed, should be given to and signed by the child, parent/guardian and school outlining what the child and parent/ guardian must do to resolve the problem.
- Addendum A:** A brief overview of compulsory education.
- Addendum K:** Give the student the progress report, which he or she must maintain for nine weeks or full semester.

Addendum I, J, and K, must be kept in the student's file which the school has created upon the student(s) enrollment in T.I.P. Should there be any referral, a copy of Addendum J must be provided to the school counselor in order for him/her to follow up on the recommendations made at the meeting.

**If the parent of a student fails to attend a meeting, the School Administrator and the meeting attendees will meet with the Student to discuss the reasons for truancy.** The student will be asked to verify his/her current telephone number and address, contact information. Meeting checklist will still be completed. **This meeting will not replace the meeting scheduled with the parent.**

**Documentation**

After the meeting, the school representative, T.I.P. Truant officer or Coordinator will be responsible for making the information entries and placing any notes, recommendations and checklist in the students file. **NO Exceptions.**

**SECOND LEVEL MEETING**

**Elementary and Secondary School Criteria:**



The second level meeting will occur when the student accrues **One (1)** or more unexcused absences, at any time, subsequent to the first meeting throughout the remainder of the school year. A letter from the Superintendent's office will be hand delivered by the T.I.P. Resource Officer to notify the family of the meeting.

**Location/Time:**

Meetings are held at the child's school or the T.I.P. office, Any schedule time during the school day.

**Attendees:**

Student, parent or guardian, T.I.P. Liaison/Truant officer, T.I.P. School Resource Locate Officer, T.I.P. Case Manager, school administrator and school guidance counselor.

**Purpose:**

The second level meeting is crucial in helping the family to address the issues causing the child's absences. The school representative must reiterate to the parent/guardian the legal responsibility that requires them to ensure that their child attends school. The meeting should focus on determining why the child continues to engage in truant behavior despite the warnings and services resulting from the first meeting.

**Procedures:**

The procedures for establishing and reporting second meeting results are the same as for the first meeting. Any social service referrals made at the first meeting must be evaluated at this point and additions or changes in a referral source should be made. The parent/guardian must be advised that a referral to Lutheran Services Florida (TURN committee) will be made. The attendance agreement should be reviewed to ensure that the parent understands his/her responsibility. The student progress report (Addendum K) must be reviewed to determine specifically how the child is doing. If additional recommendations are made, they must be documented again utilizing Recommendations Checklist (Addendum J).

**Documentation:**

Subsequent to the completion of the meeting, the school representative or T.I.P. Liaison Truant Officer or Coordinator will be responsible for making the information entrees and placing any notes, recommendations and checklists in the student's T.I.P. file. **No exceptions.**

**Truancy Petition**

Upon completion of attendance interventions, if the student has had a **minimum of 5 unexcused absences within a calendar month or 10**

**unexcused absences within 90 calendar day period, a truancy petition under Fs s 984.151 and supportive documentation shall be with the court filed by the superintendent.**

**Location/Time:**

Truancy Court will be held at Hendry County Court Room in La Belle on the second Monday of each month at the scheduled time set forth by the court administration.

**ATTENDEES:**

Superintendent or designee (T.I.P. Coordinator), Case manager, Truant officer, and T.I.P.SRO Locate Officer, school representative, teacher, parent/guardian and child.

**Purpose:**

Court hearing will arraign both the child and parent/guardian on the petition and if the parent and child admits or consents to the petition, the court shall sentence pursuant to 984.151 (7). If the child, parent/guardian deny the allegations in the petition in the petition, the court will set the trial date and notice will be given to the T.I.P. Coordinator or other school representative (as Superintendent's Designee) to appear on the trial date to present the school's case. If the Court finds that the child missed any of the alleged dates the court will place the findings on the record and shall sentence pursuant to 984.15(7).

**Documentation:**

A copy of the disposition will be given to the Superintendent, T.I.P. Coordinator, case manager or other school representative, parent/guardian and child.

### Meeting Checklist

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_ Meeting Level (circle) 1 2 3 4

**Introduction of program:** The Hendry County School Board, in collaboration with the Hendry County Sheriff's Office, the Hendry County State Attorney's Office and the Hendry County Commission has created a Truancy Intervention Program (T.I.P.) to identify truancy in its earliest stages to monitor and enforce Florida's mandatory school attendance laws. The purpose of this meeting is to discuss your child's unexcused absences and recommend solutions to reduce future absences.

1. Does parent need an interpreter?  No  Yes If yes, what language interpreter? \_\_\_\_\_

**Attendees:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the exact relationship of the person/guardian in attendance?

- Mother       Father       Step-mother       Step-father  
 Grandparent       Aunt       Uncle       Other \_\_\_\_\_  
 Mother's boyfriend       Father's girlfriend

3. Is that person the student's legal custodian/guardian?  Yes  No

4. If no, who is the legal custodian/guardian? \_\_\_\_\_

5. How does the child get to school each day?

- Bus       Walking       Car pool       Relative       Other

6. Does the student have any siblings?  Yes  No

7. If yes, are they of school age?  Yes  No

8. If yes, what are their name(s) and the school(s) they are attending?

Name(s)	School(s)
_____	_____
_____	_____
_____	_____
_____	_____



Truancy Intervention Program (T.I.P)  
Meeting Checklist

9. Confirm the home address and phone number at the student's residence.

Address: \_\_\_\_\_  
House/Apt # & Street City State Zip

Home Phone Number: \_\_\_\_\_

10. If applicable, confirm the beeper, work and/or cell phone number and location of the parent.

Beeper Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Location of Parent: \_\_\_\_\_

11. State the date of each unexcused absence and ascertain the specific reasons for the absence. Request documentation if the explanation warrants it, i.e., an illness that required the involvement of a doctor.

• 1<sup>st</sup> absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_

• 2<sup>nd</sup> absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_

• 3<sup>rd</sup> absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_

• 4<sup>th</sup> absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_

• 5<sup>th</sup> absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_

• 6<sup>th</sup> absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_

• 7<sup>th</sup> absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_

• 8<sup>th</sup> absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_

• 9<sup>th</sup> absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_

• 10<sup>th</sup> or more absence: Date: \_\_\_\_\_ Documentation requested?  Yes  No  
Reason for absence? \_\_\_\_\_



Truancy Intervention Program (T.I.P)  
Meeting Checklist

- 12. Discuss whether the unexcused absences could have been avoided and if this is the first conference, have the parent enter into the attendance agreement.
- 13. Discuss available referrals/resources in the community to assist the family (depending upon the needs expressed and the reasons for the unexcused absences).
- 14. Explain the criteria for the next conference. If this is the first, then inform them that a second conference will occur if the student has one (1) unexcused absence in the week following the conference; two (2) unexcused absences in the two weeks following the conference; or three (3) unexcused absences anytime after the first conference.
- 15. Provide a detailed description of what occurred at the meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
School Administrator's Signature

### Recommendation Checklist/ Parental Prescriptions

Parents: Mother/Guardian \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Father/Guardian \_\_\_\_\_ D.O.B. \_\_\_\_\_

Student: \_\_\_\_\_ D.O.B. \_\_\_\_\_ School \_\_\_\_\_

The undersigned student and parent/guardian agree to abide by the following terms.

**Student Agrees To:**

- Attend school daily.
- Abide by all school rules.
- Attend and cooperate with family and/or individual counseling.
- Attend and successfully complete substance abuse treatment.
- Comply with parental rules regarding school attendance.
- Other: Referral for other community services deemed necessary (housing, daycare, DCF etc.)

**Parent Agrees To:**

- Transport student to school daily or ensure student's safe boarding onto assigned school bus.
- Ensure Student's daily school attendance.
- Call the school at least \_\_\_\_\_ times per week to check on child's attendance.
- Call the school on the day of an absence.
- When your child returns to school, send a note explaining the absence.
- For all absences due to illness, provide a doctor's written excuse.
- Schedule a conference with your child's teacher or guidance counselor by \_\_\_\_\_ to check on the progress and the effect the absences may have on your child's academic success.
- Other: Contact employer for schedule change
- Attend and cooperate with family and /or individual counseling. Call to schedule an appointment by \_\_\_\_\_  
Date
- Call me by \_\_\_\_\_ to discuss what progress has been made.  
Date
- If we're not in, be sure to leave a message regarding how we may return your call. The telephone number is (863) 674-4692 or 674-4693. Office hours are between 7:00 a.m. – 3:30 pm.

I (WE) understand that failure to comply with the terms of this agreement may result in a referral to Lutheran Services Florida for habitual truancy or prosecution of parent/guardian for violation of the state's compulsory school attendance law.

Parents: Mother/Guardian \_\_\_\_\_ Date: \_\_\_\_\_  
Father/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
T.I.P. Official: \_\_\_\_\_ Date: \_\_\_\_\_

# Hendry County District School Board

## Truancy Intervention Program (T.I.P)

Addendum K

### Secondary Schools Daily Progress Report

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle I.) \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Teachers, please fill in the student's grade at the end of each period. If a more detailed explanation of the student's progress is required, please do so in the space provided in the back of this form. At the end of the week sign the form. NOTE: This form should be given to the student at the end of the week. The student will turn in the form, including the parent's signature, to the designated TIP school representative, on the Monday he/she returns to school.

Progress : Scholarship (A,B,C,D,F) Effort (+1,1,3 -) Conduct (A,B,C,D,F) Attendance (A) excused absence, (U) unexcused absence, (T) tardy, (P) present  
 Measures

For the Week of: / / Thru / /

PERIODS

	PROGRESS MEASURE	1	2	3	4	5	6	7
MONDAY	Scholarship							
	Effort							
	Conduct							
	Attendance							
TUESDAY	Scholarship							
	Effort							
	Conduct							
	Attendance							
WEDNESDAY	Scholarship							
	Effort							
	Conduct							
	Attendance							
THURSDAY	Scholarship							
	Effort							
	Conduct							
	Attendance							
FRIDAY	Scholarship							
	Effort							
	Conduct							
	Attendance							



Hendry County District School Board

Truancy Intervention Program (T.I.P)

Addendum K

Elementary Schools Daily Progress Report

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle I.) \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Teachers, please fill in the student's rating at the end of each school day. At the end of the day initial the form in the appropriate space. NOTE: At the end of the week, this form should be given to the student. The student is responsible for turning in the form to the designated TIP school representative, once it has been signed by the parent(s), on the Monday he/she returns to school.

Rating Scale: 1 Poor 2 Fair 3 Good 4 Excellent N/A Does not apply

For the Week of: / / Thru / /

DAY OF THE WEEK

PROGRESS MEASURE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>CLASSWORK:</b>					
Turns in Homework					
Follows Directions					
Completes Assignments					
Pays Attention to Instruction					
<b>BEHAVIOR:</b>					
Respects Rights of Others					
Follows Class and School Rules					
Acceptable Behavior in Special Areas					
<b>ATTENDANCE:</b>					
Arrives to class on time					
Provides note on day following absence					
Attends classes on a regular basis					
<b>TEACHER'S INITIALS</b>					

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS (from parent): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## LEGAL BACKGORUND FOR T.I.P.

### **Compulsory Education:**

The Florida Statutes specifically require that all children between the ages of six (6) and sixteen (16) attend school regularly. Students between the ages of sixteen (16) and eighteen (18) can no longer withdraw from school, unless the student files a formal declaration of intent to terminate school enrollment with the district school board. This group of students coupled with all students under the age of sixteen (16), are subject to compulsory education pursuant to Florida Statute. The parents/guardians of these students have legal responsibility to send their children to school. If a court finds that a parent/guardian is enabling a child from attending school, he or she can be imprisoned and/or fined.

### **Enforcement Requirements:**

Chapter 1003.26 of the Florida Statute requires the schools to notify the parent, guardian, or other persons having control/responsibility for the child, when the child has at least five (5) unexcused absences, or absences for which the reasons unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons unknown, within a ninety (90)-calendar-day-report. Subsequent to receiving the notice, the parent/guardian has three (3) days to ensure that the child is either enrolled or attending school.

### **Parental Responsibility:**

Willful actions by a parent/guardian that may cause or encourage a child to become a Habitual Truant can subject a parent/guardian to being charged with Contributing to the Delinquency of a Minor under Chapter 827.04(1)(b) Florida Statutes, a first degree misdemeanor. Chapter 1003.27(7) of the Florida Statutes sets fourth the penalties for refusing or failing to comply with the States's mandatory attendance laws. A parent who refuses or fails to comply with the requirements set forth in subsection three (3) commits a misdemeanor of the second degree. The continued or habitual absences of a child without the consent of the principle or teacher in charge of the school he or she attends or should attend, or the tutor, who instructs or should instruct him/her, is prima facie evidence of a violation of this chapter. However, a showing that the parent or legal guardian had made a bona fide and diligent effort to control and keep the child in school shall be an affirmative defense to any criminal liability under this subsection. The court shall refer the parent or legal guardian and the child for counseling, guidance, or other needed services.

Signing this document indicates the Florida Compulsory Education Laws and Hendry County School Board attendance policy have been reviewed and explained by T.I.P. staff.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Hendry County District School Board  
Truancy Intervention Program (T.I.P.)  
**Attendance Agreement**

Florida Statute 232.01 requires regular school attendance of all children between the ages of 6 and 16. The only absences excusable by law are for a student's illness or prior permission of a school authority.

**STUDENT ATTENDANCE AGREEMENT**

I agree to arrive at school on time and attend all classes every day. Further, I agree to abide by all rules and regulations of my school. My future attendance will be such that the school will have no reason to take further disciplinary action.

In the event of future absences, reporting of absences will be consistent with the procedures established by my school.

I further understand that failure to comply with the above may result in a referral to the Lutheran Services, Children and Family Services, Inc., an agent of the Department of Juvenile Justice, and The State Attorney's Office.

_____	_____
Student	Date
_____	_____
School Representative	Date
_____	_____
Law Enforcement Representative	Date
_____	_____
T.I.P. Coordinator	Date

**PARENT RESPONSIBILITY AGREEMENT**

I understand that, by law, it is my responsibility to insure that my child \_\_\_\_\_ attends school regularly. I recognize there has been a problem with his/her school attendance. I agree to provide support and supervision to my child to remedy this truant behavior. I also agree to monitor my child's daily attendance by reporting absences consistent with the procedures established by my child's school. I further understand that the willful failure to comply with the above may result in criminal charges being filed against me.

_____	_____
Parent	Date
_____	_____
School Representative	Date
_____	_____
Law Enforcement Representative	Date
_____	_____
T.I.P. Coordinator	Date