

- 1) Upon the sixth (6th) unexcused absence during a school year, an Attendance Cooperation Meeting shall be scheduled by the district's Truancy Officer.
- 2) This Attendance Cooperation Meeting shall be attended, and directed by, one of any of the following district personnel, with, if possible, a third party from the district present:
 - a. Truancy Officer
 - b. Specific Building Principal
 - c. School Social Worker
 - d. School Home-School Liaison
 - e. School Resource Officer
 - f. School Faculty Member, preferably an instructor of the offending student
 - g. District Superintendent
- 3) During the Attendance Cooperation Meeting, a series of expectations will be clearly explained to a student's parent/guardian and the student him- or herself.
 - a. Statement concerning the number of unexcused absences allowable for the remainder of the school year PRIOR TO further truancy-related measures being enforced.
 - b. Statement requiring verification of future excused absences by doctor's excuse, school nurse's evaluation or alternative arrangement between the parent/guardian and the building principal.
 - c. Acknowledgement of student's care and custody during the dates in question.
 - d. Acknowledgement by the student that further attendance issues COULD result in the loss of driving privileges until the student's 18th birthday.
 - e. Statement concerning who must be contacted in the event that the home school district of the student changes for any reason.
 - f. Statement reinforcing to the parent/guardian the possibility of fines and/or jail time for the parent/guardian if attendance issues continue.
- 4) Purposes of the Attendance Cooperation Meeting:
 - a. To attempt to ascertain the cause of a child's nonattendance.
 - b. To arrive at an agreement relative to addressing the child's attendance.
 - c. To initiate referrals to any services or counseling that the parties believe to be appropriate under the circumstances.
- 5) The terms agreed to shall be put into writing and signed by the parties to the agreement. Each party shall receive a copy of the agreement, which shall set forth the cause identified for the child's nonattendance and future responsibilities of each party.
- 6) The parties may designate a person to monitor the agreement.
 - a. The monitor shall be the district's Truancy Officer.
 - b. A monitor shall contact parties to the Attendance Custodian Agreement on a periodic basis as appropriate to monitor the performance of the agreement.
- 7) If the parties fail to enter into an Attendance Cooperation Agreement, or the child's parent, guardian or custodian acting as a party violates the terms of the Attendance Cooperation Agreement, or fails to participate in an Attendance Cooperation Meeting, the child shall be deemed to be truant.

- a. School officers shall attempt to find the cause for the child's absence and use every means available to the school to assure that the child does attend.
 1. If the parent, guardian or legal custodian, or child refuses to accept the school's attempt to assure the child's attendance, or the school's attempt to assure the child's attendance is otherwise unsuccessful, the Truancy Officer may refer the matter to a mediation service within the community for mediation or the Des Moines County Attorney for prosecution.
 2. If mediation services are available in the community, those services may be used as the designated mediation service.
 - a) Mediation service shall require the parent/guardian and the school to pay a fee to help defray the administrative cost of mediation services.
 3. If prosecution is chosen, the school will need to submit an affidavit containing the following information:
 - a) The school's truancy policy (the number of days that can be missed).
 - b) The actual number of days of school missed by the particular student.
 - c) The efforts undertaken by the school.
 - d) That an Attendance Cooperation Meeting was conducted, and that an agreement was entered.
 - e) That the parent/guardian failed to comply with that agreement and the student remains truant.

- 8) Prosecution may also be requested by the Burlington Community School District at which time a student accumulates NO FEWER THAN nine (9) unexcused absences.

- 9) In the event of a prosecution affidavit being filed, the Des Moines County Attorney will:
 - a. Review the affidavit and file the matter civilly with the court, if appropriate.
 - b. Handle the legal aspects of the case.

- 10) If a civil penalty is ordered in any case, the funds paid shall be remitted to the appropriate school.
 - a. As per Iowa Code 299.6A(2), funds received from civil penalties assessed pursuant to this section shall be paid to the school district of residence or school district of enrollment, if open enrolled, of the person against whom the court assessed the penalty.
 1. The school district shall use moneys receive under this subsection to support programs for students who meet the definition of at-risk children adopted by the department of education.
 2. Civil penalties will be assessed of not less than \$100 but not more than \$1,000 for each violation established.

- 11) Any cases still remaining from the 2013-2014 school year will be completed as violations of mediation agreements.

Approved: 10/27/14

Reviewed: ~~07/18/16~~
11/15/21

Revised: _____