



## Snyder County Children and Youth Services

Suite 15, 713 Bridge Street • Selinsgrove, PA 17870

Phone: (570) 374-4570, Fax: (570) 374-4351

### **Mid-West School District Truancy Policy**

1. The principal or designee shall make a referral to Snyder County Children and Youth Services when a student has accumulated six (6) unlawful absences. This referral should be made within 2 days of the absence being declared unlawful.
2. Referrals shall be made in the following manner:
  - a. Principal or designee shall call Snyder County Children and Youth Services at 374-4570 and ask for a screener.
  - b. Principal or designee shall provide the following information:
    - i. Student name
    - ii. Parent name
    - iii. Student address
    - iv. Student date of birth
    - v. Dates of ALL absences (lawful and unlawful)
    - vi. Other family information that will assist in identifying family issues such as parent work schedule, single parent household.
  - c. Principal or designee shall document the referral
3. Snyder County Children and Youth Services (SCCYS) will accept the referral and assign the referral to a worker. The SCCYS worker will contact the building principal to provide available dates and times that the worker can meet with the school and the family to discuss the referral. The meeting will be held within 10 days of the referral being made to SCCYS.
4. The principal or designee shall contact the parent to schedule the meeting. (If the parent refuses to attend the meeting, SCCYS will make a home visit. The principal or designee shall continue to fine the parents for truancy and notify SCCYS for each subsequent unlawful absence.)
5. The referring principal or designee shall document the meeting outcomes and participants.
6. SCCYS will keep the family open for assessment no longer than 60 days at which time a decision must be made as to open the family for continued services or close the assessment. Note: A decision for opening a family for ongoing services can be made prior to 60 days.
7. SCCYS agrees to notify in writing the referring school of the assessment decision.

8. The referring principal or designee shall notify SCCYS of additional unlawful absences both during the assessment period and if the family is opened for ongoing services.
9. SCCYS shall automatically open a family for ongoing services if the student has any additional absences after the joint school and agency meeting with the family.
10. If a student is on probation and their order of probation is that they must attend school, probation is notified. SCCYS is only called (using the regular truancy protocol) if the student is legally considered a truant (after the 6<sup>th</sup> unlawful day).