

**SUPPLEMENTAL TRUANCY
HANDBOOK**



POTAWATOMI
KEEPER OF THE FIRE

HANNAHVILLE INDIAN COMMUNITY

SECTION 1. PURPOSE AND AUTHORITY

1.1 Purpose and Applicability of this Supplemental Handbook.

The purpose of this supplemental handbook is to ensure that Hannahville Indian School attendance is accurately recorded, that parents and/or guardians are given sufficient opportunities to address their children's attendance issues by notification or diversion techniques, and to establish reporting requirements for attendance referrals to HPD, Social Services, and the Tribal Court.

This handbook applies generally to all Hannahville Indian Community employees whose job include monitoring, recording, notification, diversion and enforcement of Hannahville Indian School attendance. These positions include but are not limited to the School Secretary, School Receptionist, and Truancy Officer.¹

SECTION 2. TRUANCY MONITORING, RECORDATION, NOTIFICATION, DIVERSION, AND ENFORCEMENT

2.1 Initial Warning Letter.

After a student accumulates four (4) unexcused² absences, or six (6) unexcused tardies, the School Secretary and/or School Receptionist shall send by first class mail notice of the unexcused absences and/or unexcused tardies to the parent(s)' and/or guardian(s)' address(es) on file with the School.

2.2 First Diversion Meeting Letter.

After a student accumulates six (6) unexcused absences, or eight (8) unexcused tardies, the School Secretary and/or School Receptionist shall mail by first class mail a letter advising the parent(s) and/or guardian(s) of the unexcused absences or unexcused tardies, and set a date and time for a diversion meeting with the parent(s), guardian(s), student, and appropriate School staff.

2.3 Second Diversion Meeting Letter.

After a student accumulates ten (10) unexcused absences, or twelve (12) unexcused tardies, the School Secretary and/or School Receptionist shall make a Referral for Truancy Services to the Truancy Officer, who will schedule a diversion meeting with the parent(s)/guardian(s), student, Prosecutor, Truancy Officer, and HPD. The Truancy Officer

¹ For purposes of this handbook, the terms "School Secretary," "School Receptionist," and "Truancy Officer," refer only to those employees who hold those positions at the Hannahville Indian Community or Hannahville Indian School.

² Excused absences and/or tardies are defined under Section 3.1.113 of the Hannahville Indian Community School Attendance Ordinance.

will send the letter advising the parent(s)/guardian(s) of the diversion meeting via first class mail.

2.4 Referral for Judicial Intervention.

After a student accumulates twelve (12) unexcused absences, or fourteen (14) unexcused tardies, the Truancy Officer will:

- a. File a Truancy Petition for initial truancy hearing;
- b. Forward a report to HPD; or
- c. Submit a report to Hannahville Protective Services and the Child Welfare Board.

2.5 Referral for Truancy Investigation.

After a student accumulates twelve (12) *excused* absences, or fourteen (14) *excused* tardies, the School Secretary and/or School Receptionist will refer the student to the Truancy Officer to determine if the student's absences meet the requirements of Section 3.1.113 of the Hannahville Indian Community School Attendance Ordinance and make any applicable referrals under this handbook, if necessary.

2.6 Notification.

It is the responsibility of the parent(s) and/or guardian to ensure that their current addresses on file with the Hannahville Indian School are up to date. However, if there is insufficient evidence that any of the notice procedures above in this section have been followed, or if a parent and/or guardian alleges that they did not receive notice according to these procedures yet had their current addresses on file, the Prosecutor may subpoena the School Secretary, School Receptionist, and/or Truancy Officer for testimony to determine what steps were taken.

2.7 Discipline for Violation of this Manual.

Failure on the part of the School Secretary, School Receptionist, and/or Truancy Officer to follow these notice procedures may result in an interdepartmental referral to the Tribal Chairperson for disciplinary action under Section 13.1(1) of the Hannahville Indian Community Employee Handbook.

Failure to follow these notice or diversion requirements was not intended to create an affirmative defense to the truancy code.

