

# DeKalb County Regional Office of Education

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[www.dekalbcounty.org/ROE/roe.html](http://www.dekalbcounty.org/ROE/roe.html)

## DeKalb County Student Success Protocol/Procedures

The following procedures are in accordance with the DeKalb County Student Success Team, funded through a TAOEP grant from the State of Illinois.

### **School requirements, PRIOR to referral to DCSST:**

1. (2) letters to the parent/guardian, from the school addressing the attendance issues (School policy should dictate when these letters are sent).
2. If attendance issues continue, Per School code 5/26, the school shall conduct a conference with the parent/guardian addressing the attendance issues and offer school supportive services/resources in an effort to correct that child's truant behavior.
3. A referral form is submitted to the ROE Student Success worker once a student accumulates 5 unexcused absences in the last 180 school days.

- The referral must include attendance record or access to attendance software, a copy of any letters sent to the parent/guardian in regards to attendance issues and documentation of parent/guardian conference with the school.
- Other resources already made available to family.
- Tardiness is not a typical cause for referral, but may be accepted on a case by case basis determined by your Student Success Worker.

### **DCSST Protocol:**

1. A meeting will be scheduled with the parent/guardian by the Student Success worker to be held at the school.

- Appropriate school staff will be notified and invited to attend the meeting.
- An Individualized Optional Education Plan (IOEP) will be written at this meeting.
- The IOEP will identify support services as deemed necessary.

Updated 8-20-2020

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DeKalb #428 Hinckley-Big Rock #429 Sandwich #430 Somonauk #432  
KEC, NIA, IVVC

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2. The Student Success worker will monitor the student's attendance and address services as outlined in the IOEP (following the referral, Student Success workers will monitor at least until student has less than 5 unexcused (in previous 180) and a consistent and positive attendance pattern.
  - If the goals of the IOEP are met or attendance improves the Student Success worker may discontinue TAOEP services.
  - If attendance issues continue, the Student Success worker may continue to monitor and provide services.
  - If the student reaches 9 unexcused absences in the last 180 school days they are considered a chronic truant
  
3. Once a student is identified as a chronic truant and with Student Success worker approval, a truancy hearing will be scheduled with the Assistant Regional Superintendent.
  - the parent/guardian will be notified by mail of the hearing date and time.
  - the hearing will be held at the DeKalb County Regional Office of Education.
  - appropriate school staff will be informed and invited to the hearing. Age appropriate court service representatives or other service providers may also be invited.
  - during this hearing, the Assistant Regional Superintendent will determine if the student is a truant minor, as defined by law.
  - at the discretion of the Assistant Regional Superintendent, the student may continue in DCSST and/or be petitioned to court.
  
4. Court Petition
  - if the Assistant Regional Superintendent deems necessary, the Student Success worker will submit a request for a truancy/educational neglect petition with the DeKalb County State's Attorney's Office.
  - all documentation from both the school and the Student Success worker must be included in the request for petition (per 5/26-8a).
  
5. Removal from DCSST
  - Met IOEP Goals
  - Improvement in attendance at discretion of Student Success worker
  - Turns 17 years old AND refuses services
  - Graduates, moves, alternative placement, drops out, etc.

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