

**NOTICE TO APPEAR FOR MEDIATION**

Date of Notice:

To the parents, guardian, and/or custodian of:

This is to notify you that there will be a mediation at Grant Middle School to address:

\_\_\_\_\_ excessive absences (truancy)

\_\_\_\_\_ tardiness

\_\_\_\_\_ unruly behavior

The school records reflect the following information:

Number of days absent: \_\_\_\_\_

Number of days tardy: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

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**MEDIATION DATE, TIME AND LOCATION**

Date:

Mediation location and address:

You are required to attend this mediation at school. Failure to appear for the scheduled mediation at school may result in court action against you and/or your child.

***Your opportunities for mediation are limited and are offered as an alternative to court action. If you are unable to attend, you must call and reschedule within 24 hours of the mediation date scheduled for you. Contact Sue Knotts at 223-4852.***

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Truancy Prevention Coordinator



REMINDER LETTER

Date:

Dear

You participated in a Truancy Prevention Through Mediation session on \_\_\_\_\_ at Hayes Elementary School.

The purpose of this letter is to remind you that the terms of the mediation agreement signed during the mediation session are still in effect.

We expect that you and the student will comply with the Mediation Agreement. Failure to comply can result in court action against you and/or the student. If you have any questions contact \_\_\_\_\_ at \_\_\_\_\_.

Thank you for your cooperation. The school staff hopes that your child will be successful in school this year and in later years. You can help us help your child by making sure that he or she is on time each day to school.

Sincerely,

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***STUDENT INFORMATION FORM FOR MEDIATION***

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

MEDIATION DATE & TIME: \_\_\_\_\_

The student listed above has been scheduled for an upcoming mediation. School records indicate that he/she has a number of unexcused absences, unexcused tardies or other behaviors or circumstances which indicate a need for mediation. Please take a moment to complete this form and return it to Rick Glenn by 8:30a.m. on the mediation date. Space for comments is provided below the chart and continued on the back of this page. Your assistance is greatly appreciated!

|   |        |           |         |        |
|---|--------|-----------|---------|--------|
| Student comes to class prepared.            | rarely | sometimes | usually | always |
| Student attempts class assignments.         | rarely | sometimes | usually | always |
| Student follows classroom rules.            | rarely | sometimes | usually | always |
| Student turns in homework assignments.      | rarely | sometimes | usually | always |
| Student attends class regularly.            | rarely | sometimes | usually | always |
| Student attends class on time.              | rarely | sometimes | usually | always |
| Student works well with classmates.         | rarely | sometimes | usually | always |
| Student respects the rights of others.      | rarely | sometimes | usually | always |
| Student cooperates with teacher.            | rarely | sometimes | usually | always |
| Student participates in class activities.   | rarely | sometimes | usually | always |
| Student shows interest in class activities. | rarely | sometimes | usually | always |
| Student attends school on time.             | rarely | sometimes | usually | always |
| Student attends school regularly.           | rarely | sometimes | usually | always |

*COMMENTS*

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# ***SCHOOL MEDIATION SCHEDULE***

SCHOOL: \_\_\_\_\_

WEEK(S) OF: \_\_\_\_\_

MEDIATOR: \_\_\_\_\_

STUDENTS TO BE MEDIATED:

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

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

\_\_\_\_\_

COPIES TO: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

## PARENT POSTMEDIATION SURVEY

Please rate the following:

1. How well does the school meet your child's needs?

not at all                      okay                      excellent  
1                      2                      3                      4                      5

2. How concerned is the school about your child?

not concerned                      okay                      very concerned  
1                      2                      3                      4                      5

3. How important do you feel your child's education is?

not important                      neutral                      very important  
1                      2                      3                      4                      5

4. How is the communication between the school and parents?

very poor                      okay                      excellent  
1                      2                      3                      4                      5

5. Was the mediation helpful?

not helpful                      okay                      very helpful  
1                      2                      3                      4                      5

Was there anything discussed in the truancy mediation that has helped the family or the school?      YES      NO

If yes, please explain:

Comments:

**Dear Parent:**

**Thank you for participating in truancy mediation at your child's school. We hope the mediation has improved communication between the school and family.**

**This mediation was made possible by a grant from the Ohio Department of Youth Services. Because the services were paid for by the grant, there was no charge to you or your child's school. The parents and the school were asked to make agreements together to help solve the attendance problem. By addressing the problem before it was referred to Juvenile Court, expensive court costs have been avoided.**

**It is important to evaluate the truancy mediation service provided in order to assure that funding may continue in the future. We need your help to find out what was helpful and how the program can be improved. Please complete the enclosed survey, and return it in the self-addressed, stamped envelope provided. Your response is greatly appreciated.**

**Thank you again for your cooperation and willingness to participate in truancy mediation.**

**Sincerely,**

**Truancy Mediation Coordinator**



## SCHOOL PREMEDIATION SURVEY

Please rate the following:

### 1. Student attendance

|           |      |          |      |           |
|-----------|------|----------|------|-----------|
| very poor | poor | moderate | good | excellent |
| 1         | 2    | 3        | 4    | 5         |

### 2. Student academic performance or effort

|           |      |          |      |           |
|-----------|------|----------|------|-----------|
| very poor | poor | moderate | good | excellent |
| 1         | 2    | 3        | 4    | 5         |

### 3. Parent or guardian involvement in student education

|           |      |          |      |           |
|-----------|------|----------|------|-----------|
| very poor | poor | moderate | good | excellent |
| 1         | 2    | 3        | 4    | 5         |

### 4. Communication between school and parent or guardian

|           |      |          |      |           |
|-----------|------|----------|------|-----------|
| very poor | poor | moderate | good | excellent |
| 1         | 2    | 3        | 4    | 5         |

Comments:

## PARENT PREMEDIATION SURVEY

Please rate the following:

1. How well does the school meet your child's needs?

|            |   |      |   |           |
|------------|---|------|---|-----------|
| not at all |   | okay |   | excellent |
| 1          | 2 | 3    | 4 | 5         |

2. How concerned is the school about your child?

|               |   |      |   |                |
|---------------|---|------|---|----------------|
| not concerned |   | okay |   | very concerned |
| 1             | 2 | 3    | 4 | 5              |

3. How important do you feel your child's education is?

|               |   |         |   |                |
|---------------|---|---------|---|----------------|
| not important |   | neutral |   | very important |
| 1             | 2 | 3       | 4 | 5              |

4. How is the communication between the school and parents?

|           |   |      |   |           |
|-----------|---|------|---|-----------|
| very poor |   | okay |   | excellent |
| 1         | 2 | 3    | 4 | 5         |

Comments:

## SCHOOL POSTMEDIATION SURVEY

**Please rate the following:**

**1. Student attendance**

|           |      |          |      |           |
|-----------|------|----------|------|-----------|
| very poor | poor | moderate | good | excellent |
| 1         | 2    | 3        | 4    | 5         |

**2. Student academic performance or effort**

|           |      |          |      |           |
|-----------|------|----------|------|-----------|
| very poor | poor | moderate | good | excellent |
| 1         | 2    | 3        | 4    | 5         |

**3. Parent or guardian involvement in student education**

|           |      |          |      |           |
|-----------|------|----------|------|-----------|
| very poor | poor | moderate | good | excellent |
| 1         | 2    | 3        | 4    | 5         |

**4. Communication between school and parent or guardian**

|           |      |          |      |           |
|-----------|------|----------|------|-----------|
| very poor | poor | moderate | good | excellent |
| 1         | 2    | 3        | 4    | 5         |

**5. Effectiveness of mediation**

|           |      |          |      |           |
|-----------|------|----------|------|-----------|
| very poor | poor | moderate | good | excellent |
| 1         | 2    | 3        | 4    | 5         |

**Are there any services or referrals that the family or school has been able to benefit from as a result of the truancy mediation? YES NO**

**If yes, please explain:**

**Comments:**

# Truancy Mediator Profile

*Please complete and return to Truancy Mediator Coordinator<sup>h</sup>*

**Name:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Work Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**How many hours a week will you be available to mediate?** \_\_\_\_\_

**Does your schedule allow you to be available if another mediator has to cancel?**                      **YES**                      **NO**

**What are the best days and times for you to mediate during school?**

**Monday:** \_\_\_\_\_

**Tuesday:** \_\_\_\_\_

**Wednesday:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_

**Friday:** \_\_\_\_\_

**Do you think it will be difficult to remain neutral at any of the Marion City Elementary or Middle Schools?**      **YES**                      **NO**

**If yes, please list the school(s) you will not be available to mediate at:**

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**Have you ever mediated before?**      **YES**                      **NO**

# **TRUANCY PREVENTION THROUGH MEDIATION**

## **STUDENT RECORD SHEET**

**A Truancy Mediation session was conducted regarding**  
\_\_\_\_\_ **(Student Name)**

on \_\_\_\_\_ (Date).

Participants (Name and Relationship to Student):

\_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_

The outcome of this mediation session was:

- A Full Agreement was reached
- No Agreement was reached
- Parent/Guardian did not show up for the mediation
- Mediation was not possible because all necessary parties were not present
- Other \_\_\_\_\_

**Action Steps to be taken:**

1)

2)

3)

4)

**MEDIATION AGREEMENT**

STUDENT: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

On this date, \_\_\_\_\_, 20\_\_\_\_, the parties \_\_\_\_\_

\_\_\_\_\_ have met and agreed to the following:

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

\_\_\_\_\_ This Mediation Agreement will be reviewed throughout this school year and during the next school year. If a parent, guardian and/or student cannot do what they said they would in this Mediation Agreement, they must tell the Mediation Coordinator immediately. Failure to follow the Mediation Agreement can result in criminal charges being filed in the Marion County Family Court against the parent, guardian and/or the student.

A follow-up mediation/meeting will be held at the school on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.

I agree to the terms of this Mediation Agreement.

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

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



**COMMITMENT TO MEDIATE**

Student: \_\_\_\_\_ School: \_\_\_\_\_  
On this date \_\_\_\_\_, 20\_\_\_\_, the parties \_\_\_\_\_

\_\_\_\_\_ agree to this mediation, to discuss the issues that have brought us to mediation and to try to write a plan (the Mediation Agreement) for the family, the student and the school that will help resolve problems interfering with student’s learning and success at school.

Everyone present understands that:

- Appearing for mediation is mandatory. It is your choice to actively participate or not. Problems can often be resolved in mediation when all parties openly communicate.
- The mediator will help everyone talk about the issues and may offer suggestions. The mediator will not take sides, give advice, or make a judgment about the situation.
- The mediator will not testify in court about what goes on in the mediation session.
- The mediator will keep what is said in the mediation confidential, with the exception of any suspected child abuse or neglect or threats of violence or harm. These will be reported to the appropriate authorities. Also, statistical information from this mediation will be collected by the mediator for program evaluation and funding requirements.
- The school may send the Mediation Agreement or information about this mediation to the student’s next school if the family moves or the student enrolls in another school.
- The Mediation Agreement will be reviewed throughout this school year and the next school year. If a parent, guardian and/or student cannot do what they said they would in the Mediation Agreement, they must tell the school’s mediation coordinator immediately. Failure to follow the Mediation Agreement can result in criminal charges being filed in Marion County Family Court against the parent, guardian, and/or the student.

**I consent to this mediation and understand the terms set out above.**

| NAME  | SSN   | DOB   |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Mediator: \_\_\_\_\_





## LETTER OF WARNING

Parent Name  
Address  
Address

RE:

Ohio Law requires all children of compulsory school age to attend school. Absence from school may result in a complaint being filed against the child in Marion County Family Court. If the court determines that the child has been habitually or chronically truant from school, the Court is authorized to impose any or all of the following orders:

Dear Parent:

1. Place the child under probation supervision.
  2. Require the child to attend an alternative school.
  3. Require the child to participate in any academic or community service program.
  4. Require the child to participate in substance counseling or medical/psychological treatment.
- A child's violation of any of these orders may result in additional sanctions, including placement in Juvenile Detention.

Ohio Law also requires that a \_\_\_\_\_ parent/custodian of a child causes the child to attend school. Failure to cause a child to attend school \_\_\_\_\_ may result in a complaint being filed against the parent/guardian in Marion County Family Court. If the Court determines that the parent/guardian has failed to cause the child to attend school, the Court is authorized to impose any or all of the following orders:

1. Require the parent/guardian to post a bond up to \$500.00, subject to forfeiture if school truancy continues.
2. Require the parent/guardian to perform up to 70 hours of community service.
3. Require the parent/guardian to participate in a truancy prevention through mediation program.

School records reflect that \_\_\_\_\_ has \_\_\_\_\_ unexcused absences and \_\_\_\_\_ tardies. Please make sure that this student attends school. Additional truancy will cause further action to be taken against you and/or the student.

Should you want to discuss the attendance problem with school staff, please contact \_\_\_\_\_ at \_\_\_\_\_.

Thank you,

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Thomas A. Pannett  
School and Community Specialist

## School Letter Head

Taft Elementary School is proud to inform you that we have been chosen to be a pilot school for the School Truancy and Attendance Mediation Program (S.T.A.M.P.). This program is in collaboration with the Marion County Family Court, Marion County Children Services, Marion County Family and Children First Council and other community agencies. This project is funded by Award Number 2005-JJ-FAM-00110 by the Bureau of Grants Administration; Office of Justice Programs through the State of Ohio, Department of Youth Services.

S.T.A.M.P. is a process that helps parents, caregivers, and schools find a fair and workable solution to children's truancy problems. The mediation process is informal, free and confidential. It allows you to settle truancy problems without going to court.

As a reminder, Taft Elementary School's hours are 8:45 a.m.- 3:15 p.m. Arriving after 8:45 will count the child as tardy and leaving before 3:15 may count the child as truant if there is no valid medical, funeral or court excuse. Mediations will take place if your child misses 3 or more days and/or 3 or more tardies at any time during the school year. Please refer to your student handbook for additional information.

We are hopeful that this program will increase attendance and also increase your child's eagerness to learn. Remember, if your child is not in school they cannot learn!

Sincerely,

Principal