

Truancy Mediation Program Referral Information for Administrators

Jordan School District

When to do truancy mediation:

- At any time you are concerned about a student's attendance up to the point you would make a referral to the juvenile court for truancy.

How to make the referral:

- School will contact the parent(s) or guardian(s) and, in a non-threatening way, discuss the need for the mediation and explore three available dates/times for the mediation.
- School sends truancy mediation information sheet to parent(s) or guardian(s).
- School emails the request for mediation through "Movelt" to: 3rdjuvtruancymediation@utcourts.gov.

Include in the email request:

Student name

DOB

Grade

School

School contact information and name

Dave Schoepp at the court will then contact the school to finalize scheduling the mediation.

- Dave will arrange for a mediator and notify the school of the mediator's name and phone number.
- The school will confirm the time of the mediation with the parent(s) or guardian(s).
- The school will schedule a language translator services through Mirsa Joosten @ 801-567-8314.

Who should attend the mediation:

- Student
- Parent(s) or guardian(s)
- All school staff involved with the student's attendance (e.g principal, assistant principal, school counselor, school psychologist, teacher, etc.)

What to expect:

- All mediations are to take place at the school.
- Room size – a private room adequate for 6 – 10 people
- Plan on 2 hours per mediation (school staff are not required to be present in the mediation room the entire 2 hours.)
- Mediations requiring a language translator will require a longer time period.
- The mediator will be meeting alone with the student and parent during the caucus. (It is important a school representative with the authority to make decisions remain nearby.)
- The mediator will meet individually with the student, parent and school staff.

During the mediation a school contact person provides:

- Forms (Agreement to Mediate, Memo of Understanding, Evaluation forms)
- School reports (attendance & grades) for the student and parent

After the mediation:

- File the original Agreement to Mediate and the Memo of Understanding at the school.
- Provide a copy for the student and parent.
- The evaluation forms will be collected by the mediator and forwarded to the Program.

Please contact Dave Schoepp @ 801-957-7888, davidrs@utcourts.gov , Robert Curfew @ 801-957-7850, robertdc@utcourts.gov, or Bart McKay @ 435-986-5754, bartm@utcourts.gov with questions or to get more information.