

**TRUANCY CHAIRPERSON RESPONSIBILITIES**

* Call the panel together and be sure everyone is ready to begin.
* Announce the case and have the defendant come sit at the table.
* Read the charges and have the defendant sworn in by the clerk.

**Ask the defendant:**

* How are you doing this evening?
* How old are you?
* Do you understand how this truancy panel works?

 - If they say yes, ask them to explain it to you.

 - If they say no, explain to them how it will work.

* Do you understand that the decisions the panel makes here today are legally binding?
* Do you realize this panel can sentence small or severe punishments?
* Are you aware that almost any sentence you receive here today will be less than you would receive from the regular court system or the School Attendance Review Board (SARB)?
* Do you realize that if this Truancy Court does not work you will be sentenced to a more serious court?
* Are you aware of the community schools where you could be transferred by the courts if you continue with attendance issues?
* Do you realize your parents can be ordered to court and convicted of a crime and can be fined for your non-attendance?
* Do you agree that you have an attendance problem?
* Do you want to continue?

**Begin the hearing:**

* Facilitate the questioning of the panel.
* In the jury room, facilitate the panel discussion and sentencing decisions
* Write the sentence on the verdict form and sign the bottom.
* Thank the defendant and ask them not to leave the courtroom.
* Explain that their sentence will be read at the conclusion of the evening’s cases.