

LOCAL LAWS FOCUS ON POOR ATTENDANCE
SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2011 ATTENDANCE POLICY

Students with good attendance have a much better chance of learning and getting good grades. Good attendance is important training for future employment and positive work habits that employers across the country are looking for as well. Parents, no doubt, want their children to achieve both good skills and positive work habits and most of you work with us to have good school attendance for their children. Working together, the school district and the cities of Hazel Park and Ferndale have developed a policy and passed local ordinances to focus on the limited number of students who miss an unusual amount of school and parents who allow healthy children to miss school. The following outlines the policy:

1. All absences/tardies: Parents are expected to call or notify the school of student's absence and the reason for the absence on the day absent. If the school is not notified, the school will attempt to contact the parent or guardian...(This procedure applies to tardies as well.)

2. Absences # 1 - #10* Teacher will record and maintain records of daily attendance and parent contacts. At the 10th absence, the teacher will send a letter to the parent notifying them of consequences for further absences. The teacher will notify the Principal of students absences and reasons. Principal will begin compiling and keeping an absence log for the student. (Excessive tardies may count as absences at a three (3) tardies to one (1) absence rate.)

The Community School Representative or other school personnel may be asked to check with the home to see if there is a problem or extenuation circumstances.

3. Absence #15* Principal will send letter to parent warning them of possible Truancy Ordinance violation and consequences. Referral to Youth Assistance or other agencies (as appropriate) and to the District Attendance Administrator shall also be made at this time.

4. Absence #20* Principal will notify City Prosecutor of Truancy Ordinance violation and the District Attendance Administrator will schedule an Administrative Hearing.

5. Absence #25* Principal and District Attendance Administrator will request the City prosecutor to issue Court Summons for District Court.

*All times may be adjusted if absences exceed 20% of the school year to date or at the Principal's discretion.

Sincerely,
Mr. James J. Knapp
Webb Elementary
Principal
revised 9/1/09

Please sign, detach, and return by Friday, September 9, 2011

Please be advised that I received and read the Hazel Park Community School District policy on pupil attendance.

Student _____ Grade _____ Date _____

Parent/Guardian Signature _____