

**KEEPING KIDS
IN SCHOOL
(KKIS)**

Mason-Lake ISD

August 2006

KEEPING KIDS IN SCHOOL (KKIS)

INDEX

Sponsors/Participants	1
Compulsory Attendance Law	2
MLISD Truancy Procedures	3
Student Log	4
Prereferral Checklist	5
Attachment A-1 First Letter	6
Attachment A-2 Registered Letter	7
Attachment B-1 Contacts made	8
Attachment B-2 Student/Parent/School Contract	9
Attachment C-1 2006-2007 Attendance	10
Attachment C-2 2005-2006 Attendance	11
Attachment D Scholastic Record	12
Truancy Warrant Request	13

Sponsors / Participants

**Mason-Lake Intermediate School District
Baldwin Community Schools
Freesoil Community Schools
Mason County Central Schools
Mason County Eastern Schools
Ludington Area School District
Journey Jr./Sr. High School
Pentwater Public Schools
Lakeshore Public Academy
Covenant Christian School
Ludington Area Catholic School**

**Mason County Prosecutor, Susan Kasley
Lake County Prosecutor, Michael Riley
Oceana County Prosecutor, Terry Shaw
Ludington Police Department
Mason County Sheriff Department
Andre' Bosse Center / Kids House
Mason County Family Court / Juvenile Division
West Shore Dispute Resolution Center**

THE REVISED SCHOOL CODE (EXCERPT)
Act 451 of 1976

380.1561 Compulsory attendance at public school; enrollment dates; exceptions.

Sec. 1561. (1) Except as otherwise provided in this section, every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. In a school district that maintains school during the entire calendar year and in which the school year is divided into quarters, a child is not required to attend the public school more than 3 quarters in 1 calendar year, but a child shall not be absent for 2 or more consecutive quarters.

(2) A child becoming 6 years of age before December 1 shall be enrolled on the first school day of the school year in which the child's sixth birthday occurs. A child becoming 6 years of age on or after December 1 shall be enrolled on the first school day of the school year following the school year in which the child's sixth birthday occurs.

(3) A child is not required to attend a public school in any of the following cases:

(a) The child is attending regularly and is being taught in a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the nonpublic school is located.

(b) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.

(c) The child is age 12 or 13 and is in attendance at confirmation classes conducted for a period of 5 months or less.

(d) The child is regularly enrolled in a public school while in attendance at religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent, guardian, or person in loco parentis under rules promulgated by the state board.

(e) The child has graduated from high school or has fulfilled all requirements for high school graduation.

(f) The child is being educated at the child's home by his or her parent or legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

(4) For a child being educated at the child's home by his or her parent or legal guardian, exemption from the requirement to attend public school may exist under either subsection (3)(a) or (3)(f), or both.

History: 1976, Act 451, Imd. Eff. Jan. 13, 1977;—Am. 1995, Act 289, Eff. July 1, 1996;—Am. 1996, Act 339, Eff. July 1, 1996.

Constitutionality: Shared time instruction of sectarian, nonpublic school students in and of itself is not violative of the Establishment Clause even where benefits to religion appear substantial; it is only where it is clear that the program was motivated wholly by religious considerations that a conflict with the clause would exist. *Snyder v. Charlotte Schools*, 421 Mich. 517, 365 N.W.2d 151 (1984).

Shared time instruction clearly is not intended to benefit one or all religions; rather, the purpose is secular: to provide educational opportunities at public schools for all resident school-age children whether they attend public or religious or secular nonpublic schools. *Snyder v. Charlotte Schools*, 421 Mich. 517, 365 N.W.2d 151 (1984).

Popular name: Act 451

Administrative rules: R 340.71 et seq. of the Michigan Administrative Code.

MASON-LAKE INTERMEDIATE SCHOOL DISTRICT TRUANCY PROCEDURES

Truancy is a symptom of many causes, i.e. child abuse, incest, neglect, delinquency, substance abuse, pregnancy, and others.

All districts and charter schools are encouraged to follow the county-wide attendance protocol. Factors to be considered in making the referral are: the age of the student, the frequency of the problem, indication of severe underlying problems, or failure to resolve the problem at the local school district level.

Local School District Procedure:

Before making a referral, the local school district shall:

- A. After 10 unverified absences - Determine the existence of an attendance problem. Make the family aware of the school policies and the Michigan Compulsory Attendance Law.
- B. Make initial contact with the parents/guardian and the child to discuss the problem.
- C. The appropriate school administrator and/or counselor will arrange a conference to be attended by the official, the parents and the child. The format of the conference should include (document for reference):
 1. Discussion of the problem in an attempt to find causal factors.
 2. Review of procedures to be followed in dealing with the problem.
 3. Eliciting cooperation of the family and having the parent initiate remedial action.
 4. Referring the student or family to an appropriate counseling resource if warranted.
- D. Possible counseling resources to be utilized by the school:
 1. School Counselor: Advisement of consequences, discussion and solution of school-related problems, determination of need for intervention by other services/agencies.
 2. Assistant Principal: Same as above.
 3. School Social Worker: On-going intervention aimed at resolving/presenting underlying problems related to truancy.
 4. School Psychologist: Use of testing to: Determine the nature of problems, issue recommendations, and facilitate changes in programs or placement.
 5. I.E.P.C. Meeting: When, and if, appropriate.
 6. Referral to appropriate outside community agency.
- E. After the school has complied with "C" above, had one personal contact with the family and employed one, or more of the counseling resources detailed in "D" without success, and the student has 5 additional unverified absences a second letter via registered mail must be sent to the parent(s)/guardian(s).
- F. The school must meet again with the family to determine resolution and make aware that additional unverified absences are an automatic referral to the prosecutor.
- G. Additional unverified absences (16 and beyond) – referral to the prosecutor via local law enforcement. Be sure to include copies of the Prereferral Checklist and all required attachments.

PREREFERRAL CHECKLIST FOR:

PREREFERRAL CHECKLIST FOR:		
DISTRICT	SCHOOL	GRADE
STUDENT'S Name	Birthdate	Sex
Home Address	City	Zip
FATHER / Guardian Name		Home Phone
Home Address	City	Zip
Employer		Employer Phone
MOTHER / Guardian Name		Home Phone
Home Address	City	Zip
Employer		Employer Phone
Parents live together: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Child lives with: <input type="checkbox"/> Both parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Foster Parents <input type="checkbox"/> Guardian(s) <input type="checkbox"/> Other		
Parents are divorced: <input type="checkbox"/> Yes <input type="checkbox"/> No County of Divorce:		
Guardianship (if applicable) established by: <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Probate Court/County:		Date:
Explain other living arrangements (if applicable): 		
Other children in the family or household (attach C-1, C-2, and D for each additional child): 		
	Yes	No
1. The school has sent the appropriate letters to the parent(s)/guardian(s) regarding the student's attendance (Attachment A-1 and A-2).		
2. The school has met with the student regarding attendance (Attachment B-1).		
3. The school has attempted to partner with parent(s)/guardian(s) in order to improve attendance (Attachment B-1 & B-2).		
4. The school has attempted appropriate intervention techniques (Attachment B-1).		
5. There is a prior history of excessive absences (Attachment C-1 and C-2).		
6. The student is failing or at risk of losing credit (Attachment D).		
Authorized Signature	Title	Date

DATE

PARENT'S NAME

ADDRESS

TRUANCY 1ST OFFENSE

DELIVERED BY REGULAR MAIL

RE: Child's Name

Dear Parent(s)/Guardian(s);

Attached are attendance records indicating that your child has had 10 unverified absences.

School attendance for the entire school year is mandatory for students between the ages of six and sixteen in Michigan. Your child is required to appear at school on the next regular business day following the receipt of notice, and to continue in regular and consecutive attendance in school.

In order to avoid referral to the prosecutor you must immediately meet with school officials at _____ on _____ to discuss your child's attendance. Failure to comply with these requirements will result in automatic referral to the county prosecutor.

Sincerely,

School Official

Title

Cc: Truancy file

DATE

PARENT'S NAME
ADDRESS

TRUANCY 2nd OFFENSE
DELIVERED BY REGISTERED MAIL

RE: Child's Name

Dear Parent(s)/Guardian(s);

Attached are attendance records indicating that your child has had 15 unverified absences.

As you were previously advised, school attendance for the entire school year is mandatory for students between the ages of six and sixteen in Michigan. *Your child is required to appear at school on the next regular business day following the receipt of notice, and to continue in regular and consecutive attendance in school.*

It appears that you have failed in your legal responsibility to assure regular and consecutive daily school attendance. We are prepared to request criminal charges if there are any more unjustifiable absences.

Failure to comply with these requirements will result in automatic referral to the county prosecutor.

Sincerely,

School Official
Title

Cc: Truancy file
Prosecutor's office

Student/Parent/School Contract

Date: _____

We the parents of _____, wish to have our child continue in the _____ for the _____ school year. We desire to do what is necessary to have our child be promoted to _____ Grade for the _____ school year. We understand that this agreement is entered into by all who have signed in the spirit of helping our child reach his/her individual goals. We do, hereby, agree to abide by the following terms and conditions:

Parent / Student Responsibility to be successful:

1. Regular daily attendance is required by law. We have read and understand the school attendance policies and the Michigan Compulsory Attendance Law. If an excused absence is necessary, parents will report this to school officials the same day by phone or a note the following day.
2. School attendance is a requirement that helps prepare students for adult work schedules; promptness is as essential as school attendance, and parents will work with school officials to ensure that _____ attends school **on time** each day.
3. The student and parents will work with staff to ensure that all make-up work is completed (as necessary).
4. Parents will work with school officials to ensure that _____ misses school only when absolutely necessary; appointments and other “excused” absences will be scheduled during non-school hours whenever possible.
5. _____

School Responsibility to help our/my child(ren) be successful:

1. School officials will monitor daily attendance and report concerns to parents.
2. When excessive tardies are apparent, school officials will follow-up with parents to pursue problem-solving strategies.
3. Teachers and school officials will work with the student and parent to provide necessary make-up work assignments (as necessary).
4. The school will provide a contact person for _____ to meet with in the instance that s/he feels overwhelmed. This will also assist in providing a mentorship.
5. _____

Those who have signed will work mutually toward satisfactory results with the above responsibilities as a means of helping _____ meet his/her goal of school success and promotion.

Violation of this agreement will result in immediate referral to the prosecutor and Juvenile Court.

Parent: _____

Parent: _____

Sch. Official: _____

School : _____

2006-07 ATTENDANCE RECORD

DISTRICT	SCHOOL	GRADE
STUDENT'S Name		Birthdate
		Sex

Date of Today's Update:								
-------------------------	--	--	--	--	--	--	--	--

Please mark days missed in the following manner:

<input type="checkbox"/> No School	<input type="radio"/> Absent all day	<input type="checkbox"/> Absent A.M. only	<input type="checkbox"/> Absent P.M. only	S Suspension	T Tardy	<input checked="" type="checkbox"/> Parent Contacted
------------------------------------	--------------------------------------	---	---	---------------------	----------------	--

JULY 2006					AUGUST 2006					SEPTEMBER 2006					OCTOBER 2006				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7		1	2	3	4					1	2	3	4	5	6
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
31					28	29	30	31		25	26	27	28	29	30	31			
NOVEMBER 2006					DECEMBER 2006					JANUARY 2007					FEBRUARY 2007				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3					1	1	2	3	4	5				1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
27	28	29	30		25	26	27	28	29	29	30	31			26	27	28		
MARCH 2007					APRIL 2007					MAY 2007					JUNE 2007				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
			1	2	2	3	4	5	6		1	2	3	4					1
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	30					28	29	30	31		25	26	27	28	29

Authorized Signature	Title	Date:
-----------------------------	--------------	--------------

2005-06 ATTENDANCE RECORD

DISTRICT					SCHOOL					GRADE									
STUDENT'S Name										Birthdate					Sex				

Date of Today's Update:									
-------------------------	--	--	--	--	--	--	--	--	--

Please mark days missed in the following manner:

<input type="checkbox"/> No School	<input type="radio"/> Absent all day	<input type="checkbox"/> Absent A.M. only	<input type="checkbox"/> Absent P.M. only	S Suspension	T Tardy	<input checked="" type="checkbox"/> Parent Contacted
------------------------------------	--------------------------------------	---	---	---------------------	----------------	--

JULY 2005					AUGUST 2005					SEPTEMBER 2005					OCTOBER 2005				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5				1	2	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
25	26	27	28	29	29	30				26	27	28	29	30	31				
NOVEMBER 2005					DECEMBER 2005					JANUARY 2006					FEBRUARY 2006				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4				1	2	2	3	4	5	6			1	2	3
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
28	29	30			26	27	28	29	30	30	31				27	28			
MARCH 2006					APRIL 2006					MAY 2006					JUNE 2006				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
27	28	29	30	31						29	30	31			26	27	28	29	30

Authorized Signature	Title	Date:
----------------------	-------	-------

_____ School District

STUDENT'S NAME	
-----------------------	--

SCHOLASTIC RECORD

MARKING PERIOD				
English/Language Arts	_____	_____	_____	_____
Mathematics	_____	_____	_____	_____
Social Studies	_____	_____	_____	_____
Science	_____	_____	_____	_____
Physical Education	_____	_____	_____	_____

RECENT TEST RESULTS

Achievement Test:	MEAP	MAT	IOWA	Other _____
Date of Last Test:	_____			
Grade Equivalency (MAT, IOWA)	_____	Reading	_____	Math
Level of Performance (MEAP)	_____	_____	_____	_____

ACADEMIC SUMMARY

Summary of attendance, behavior/social skills, parent conferences, grade level functioning, grade retention

(If applicable, attach the most recent IEP or Behavior Intervention Plan.)

Signature	Title	Date
------------------	--------------	-------------

Truancy Warrant Request Form

Law Enforcement Information

Incident Report #: _____

Parent Information

Name of Mother: _____ DOB: _____

Address: _____

Name of Father: _____ DOB: _____

Address: _____

Victim Information

Name of Child or Children: _____

Age: _____ Grade: _____ School: _____ Teacher: _____

Charges Requested:

- 1.
- 2.

Charges Authorized:

Follow up Required:

PLEASE ATTACH ALL SUPPORTING DOCUMENTATION TO THIS REQUEST FORM.