



TRUANCY POLICY GUIDELINES

PETITION VIOLATION

Compiled Laws Annotated 712A.2 States:

(4) The child willfully and repeatedly absents himself/herself from school or other learning program intended to meet the child's educational needs, or repeatedly violates rules and regulations of the school or other learning program, and the court finds on the record that the child, the child's parent, guardian or custodian, and school officials or learning program personnel have met on the child's educational problems, and educational counseling and alternative agency help have been sought.

WARRANT VIOLATION

MCL 1561 (1) States:

"Except as otherwise provided in this section every parent, guardian or other person in this state having control and charge of a child from age 6 to the child's 18th 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 district in which the child is enrolled."

School Staff Responsibilities:

- 1. Immediately following 5-absences, a letter will be sent to the parent(s) and/or guardian as both a means of notification and to encourage regular attendance. A referral to the Truancy Intervention Program can be made by school staff.**
- 2. Following 10-absences, a letter will be sent to the parent/guardian explaining the Truancy Law and Procedures.**
 - An Education Problems Meeting will be scheduled by the building's School Administrator to address the attendance pattern and its effect on the student's academic progress and the legal consequences of not correcting the situation. Those present at this meeting should include: parent/guardian, student and building's School Administrator. Children under the age of 10 will not attend this meeting. The Clinton County RESA Attendance Officer will attend, if available.**
 - Academic Counseling will be offered by the school to the student. The session(s) could involve actual counseling/mentoring or tutoring. Dates of all sessions provided are to be documented. The student's refusal to participate should also be noted.**

- **An alternative agency should be recommended to assist the family.**
 - **An official attendance referral can be made when all of the above conditions have been met. Each referral should be evaluated on an individual basis.**
- 3. Following the student reaching a total of 15-absences (or when school staff and CC-RESA Attendance Officer have conferred and agree that the matter should move forward to Court action) the case will then be returned to the CC-RESA Attendance Officer for additional follow-up.**

CC-RESA Attendance Officer Responsibilities:

- 1. If the CC-RESA Attendance Officer was not present at the Education Problems Meeting, contact will be made with the student and parent/guardian. A follow-up letter will be sent to the parent/guardian with a copy forwarded to the reporting school.**
- 2. Following the request for additional follow-up, a meeting with the Clinton County Prosecutor's Office and the CC-RESA Attendance Officer will be held. As a result of this meeting, there could be three outcomes as follows:**
 - **A warning letter will be sent by the Prosecutor's Office. Continued unexcused absences following receipt of this letter will result in a petition or warrant being requested.**
 - **A report will be generated by the CC-RESA Attendance Officer and a warrant or petition will be issued by the Prosecutor's Office.**
 - **No additional action will be taken at this time based on a determination of the facts available at the time of this decision. The case can be re-opened upon receiving additional information.**

General Guideline Information:

- **Tardies do not count as absences, however, they are important to tabulate.**
- **Absences will be accumulated from one school year to the next over a 12-month period.**
- **In the case of new student to the district, absences accumulated from the previous district will be counted.**
- **Failure of a parent/guardian to show up for a scheduled school meeting will increase the probability of prosecution.**
- **The State Board of Education has taken the position that School Districts make a distinction between excused and unexcused absences.**
- **At least a portion of the reported absences must be proven to be unexcused.**

Referral forms are available at ccresa.org, click on services, then Truancy.