



Policy: **9.08**

**SUBJECT:**                    **ATTENDANCE PROCEDURES/POLICIES**

**Supersedes:**

**Effective:**                    September 8, 2008

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**Approved by:**                Detroit Board of Education

## **1.0 Policy**

Described below for ready reference are several attendance procedures and policies of the Detroit Board of Education:

### **RELEASE OF INFORMATION**

School personnel cannot release any information except where they have a release signed by the parent or legal guardian. In any case, only objective information (attendance and scholarship) can be given. Behavior and psychological test results are not to be discussed or released. Neither can any other person interview or remove the student from school. Exceptions are as follows:

School personnel can allow law enforcement personnel to interview a pupil in the presence of the principal.

School records may be discussed with known child care agencies such as Family Independence Agency, Catholic Family Services, Protective Services, etc.

The agency as well as Juvenile Court may remove a student from school with proper authority.

The agency including Police Youth Services Bureau accepts the responsibility for notifying the home when they remove a student from school.

Estranged parents who are genuinely interested in their child's welfare may receive a report on attendance and scholarship. *Under no circumstances are they told the school a child is attending, the child's address, or given any other information without a signed release by the custodial parent/legal guardian.*

### **TUITION AND NON-RESIDENT STUDENTS**

#### **Non-Resident Students**

Detroit Board of Education policy states that only pupils whose parent(s) are residents of the City of Detroit, or pupils who are legal residents of the district, or as otherwise

proceeded by law, will be considered residents and entitled to the privileges of the Detroit Public Schools. All other pupils will be classified as non-residents.

When enrolling a student, one or both parents must reside within the City of Detroit. If not, **enroll the student** and immediately refer the case to the Attendance Department for investigation on a Form 4527.

#### Non-Residents Who Must Pay

Non-resident pupils may be officially admitted to the Detroit Public Schools upon approval of the General Superintendent, payment of tuition, and as otherwise provided by law. No non-resident pupil will be admitted to the exclusion of any legal resident.

1. All non-resident students will be required to pay tuition and other fees in accordance with the Detroit Board of Education and Michigan Department of Education Policies for tuition.
2. Credit will be allowed towards tuition for any current school taxes paid by parents or guardians in the City of Detroit, as provided by law.
3. **Failure to pay tuition, in whole or in part may constitute cause for the pupil's removal from the Detroit Pubic Schools.**

#### **Wards of the Court**

Some of the students referred for tuition investigation are wards of the court (all students in foster homes), placed in Detroit by courts in other cities and counties. Wards of the court must always be referred for tuition investigation every time a transfer occurs or their address changes unless they present a form prepared by the child's caseworker and signed by a supervisor.

#### **Request for Tuition Investigation**

When requesting a tuition investigation, the following information must be noted on the Form 4527:

1. Date enrolled in school
2. Grade
3. Previous address, if student moved
4. Last school attended
5. Person with whom living and relationship
6. Name of parents and their address(es)

You will be notified of the student’s status within two weeks. Either the student will be classified as a “tuition/pay case” or “resident.” The Tuition and Immigration Office makes this determination.

**REGISTRATION OF FOREIGN EXCHANGE, IMMIGRANT AND NON-IMMIGRANT STUDENTS**

All children born outside of the United States, who are enrolling in a Detroit Public School for the first time, are to be referred to the Tuition Office, Room 958, Schools Center Building, **to be registered** and assigned to a school. They must present proper documentation before they can be enrolled. **At no time should foreign exchange, immigrant and non-immigrant students be registered at a school site.**

**CIVIL SUBPOENAS FOR STUDENT RECORDS**

Civil subpoenas are issued by the civil courts. The subpoenas are requested by attorneys for both the plaintiff and defendant. The requests are for copies of school records for former students as well as students that are presently enrolled.

Most of the subpoenas are requested for the court and attorneys via the many copy services that are retained for this purpose.

**SUBPOENAS FOR ORIGINAL SCHOOL RECORDS**

In some cases, the subpoena will dictate that **original** records be sent. **No one should release the originals** unless it is requested. If school staff is subpoenaed as a witness and requested to bring original records to court, you must comply. However, have court personnel make copies for exhibits and retain the original records in your possession.

**SUBPOENAS FOR STUDENT RECORDS – PROBATE COURT**

More school personnel are receiving court subpoenas for student records. The subpoena directs the person to produce and/or testify in court on a certain date. Usually the case involves a court appearance on a child custody matter, an injury suit, school conflict or fraud.

**Attachments to Policy 9.08:** None

**See also:** None

**Legal References:** None

**Labor Contract References:** None