**MUSKEGON COUNTY SCHOOLS**

**“OPERATION GRADUATION”**

**A program in collaboration with the County Prosecutor’s Office**

**Phase 1: Early Intervention**



Letter 1:

* + Emphasizes we want students to succeed and being at school is critically important
  + Lays out the concern about absences and how the process works
  + Invites the parents to come and talk
  + Copy is sent to the prosecutor’s office and to DHS

Attendance Review Team:

* Reviews attendance
* Reviews what has been heard from the parents, if anything
* Reviews student’s grades, discipline and behavior
* Determines if extenuating circumstances exists; if so, documents that
* Refers *secondary students* to the Prosecutor’s office if appropriate and advises the Superintendent’s office to write Letter 2
* Refers *elementary students* directly to an FRC

Letter 2:

* Emphasizes we want students to succeed and being at school is critically important
* References Letter 1 had been sent and that attendance has not been improved
* Indicates the Prosecutor’s office will be calling to discuss the situation
* Copy sent to DHS

If early intervention does not succeed, a series of steps will be taken to address concerns as outlined on the following page. It should be noted that at any point after the Prosecutor’s office is involved a family decides it will cooperate, a referral to the Mediation Center will be made.