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**Hennepin Elementary School**

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Julie M. Henderson, Ed. D, Executive Director



October 9, 2015

Dear Parent or Guardian,

We value the families at Hennepin Elementary School, and appreciate you trusting us with your most precious gifts, your children. We hold a high standard for all of our students, in academics and character skills, as we pursue our mission. We firmly believe “*There are no shortcuts to academic success and no excuses for failing to achieve it,*” and we know that our students must attend school every day.

Please read through the attached guidelines, copied from our Family Handbook, under “Attendance.” This is to ensure your success as parents/guardians. We have the responsibility not only to our students, and to our families, but also to the MN State statutes that govern our organization. In order to do so, we must take action if the attendance policy is not followed.

If any HES student has more than 1 unexcused absence (3 unexcused tardies = 1 unexcused absence) the following steps are taken by Hennepin Elementary School and Hennepin County Offices, as follows:

Upon 2 unexcused absences – Designated HES Staff will make a courtesy call home to check-in and support the family

Upon 3 unexcused absences – HES Parent Notification Letter will be sent home with student

Upon 6 unexcused absences – Hennepin County Offices will schedule a parent meeting with HES student and family

Upon 9 unexcused absences – 1<sup>st</sup> Report and School Team Attendance Review (STAR) Meeting with Hennepin County Attorney Office

Again, we value the future of all of the students at Hennepin Elementary School, and the instruction time needed to be successful. We appreciate all of the parents/guardians who allow our staff to take this journey with your family. If you have any questions please call the main office at the number shown below.

Best,

Julie Henderson, Ed. D.  
HES Executive Director