

Oak Park School District



Improving Student Attendance through the
MTSS Framework

Table of Contents

Introduction	2
District Procedures	2
Oak Park School District Attendance Plan/Protocol	2
Truancy and Chronic Absence Guidelines	3
Oak Park Schools Truancy and Chronic Absence Action Plan	3
Multi-Tiered Systems of Support Process for Improving Student Attendance	5
Oakland County Truancy Flowchart	6
Principal/School Leader Help Documents	7
Positive Behavior Intervention and Supports (PBIS)	7
Parent Literature	7
Parent Letter Template	7
Parent Meeting Documents	7
Facilitator’s Guide to Conducting Parent Meeting	7
Elementary Parent Meeting Action Plan	7
Secondary Parent Meeting Action Plan	7
School/Community Resources Planning Sheet	7
Transportation Routes/ Service - Please call (248) 336-7701 to inquire	7
Other	7
Attendance Works Tiers of Intervention to Reduce Chronic Absence	7

Introduction

We know that our students deserve every opportunity to succeed throughout their educational journey. That includes having safe transportation to school daily, nutritional breakfast and lunch options, grade-level standards driven instruction by a certified instructional leader each day in every subject, meaningful interactions with all adults, and appropriate engagement with their peers. Regardless of how or where they enter the district, our students must exit the district with the tools necessary to succeed. (*Superintendent Dr. Daveda J. Colbert*)

To fulfill this promise, we need to ensure that students are in attendance at school on time every day. However, we recognize that student attendance requires a partnership between home and school. Our goal is to provide multi-tiered systems of support in all aspects for our students and families to build bridges to success. The purpose of this handbook, guided by *Attendance Works*, is to provide school leaders and teams with the tools necessary to improve daily student attendance.

District Procedures

Our district has policies and procedures in place for daily attendance monitoring. The following table gives a brief overview with further detail provided:

Role	Responsibility
Classroom Teacher	<ul style="list-style-type: none">• Take attendance pursuant to district/ building procedures• Make phone calls home for students who have missed 3 consecutive days of school (includes other building staff such as Attendance Agents, BIs, Grad. Coordinators)
Administrative Assistant(s)	<ul style="list-style-type: none">• Monitor the teacher input of daily attendance• Input all attendance excuses/corrections• Input the attendance recorded by a guest/substitute teacher
Building Leader and Designee	<ul style="list-style-type: none">• Ensure that the “Teacher Responsibilities Attendance Procedure Sheet” and the “Administrative Assistant Attendance Procedure Sheet” are distributed each year to every teacher and Administrative Assistant• Actively monitor daily attendance on a weekly basis (via MISTAR reports - “Chronic Absence” and “Excessive Absence”)• Actively monitor the attendance processes and procedures• Maintain appropriate tracking documentation

Oak Park School District Attendance Plan/Protocol

The following guidance is provided by Oak Park Public Schools’ Pupil Accounting/Registration Office:

“Teacher Responsibilities Attendance Procedure Sheet” - This sheet should be passed out to teachers each school year. Teachers should read it completely, sign it, date it, and return it to the school office. Once you have collected all of them you should turn them in to Ms. Robeyn Mitchell (District Attendance Agent).

“Administrative Assistant Attendance Procedure Sheet” - This sheet should be passed out to Administrative Assistant(s) each school year. Administrative Assistants should read it completely, sign it, date it, and return it to the building leader. Once you have collected all of them you should turn them in to Ms. Robeyn Mitchell (District Attendance Agent).

Daily District Attendance Expectations

- All teachers must take their first period/AM attendance before 9:00 am.
- If there is a substitute teacher, they must be given a set of attendance sheets in the morning before they start. They are also expected to take attendance on their first period/AM attendance sheet before 9:00 am. It must either be sent down to the office with a student or the office must make arrangements to have it picked up.
- The office must enter all substitute first period/AM attendance before 9:30 am.
- At 9:30 am, Administrative Assistant(s) must run a list of all teachers who have not taken first period/AM attendance.
- Each teacher on the list must be contacted and asked to take their first period/AM attendance immediately.
- At 9:45 am, Administrative Assistant(s) must check the report again. At this time, if there are still teachers who have not taken attendance, the principal must be notified via email.
- Ms. Robeyn Mitchell, District Attendance Agent, will make a ROBO call and email at 10:00 am and 6:00 pm to notify parents of student absences for the day.
- Between 2:00–3:00 pm, Administrative Assistant(s) must check the remainder of the periods and remind teachers that they have not taken attendance.
- At 6:00 pm, an email is sent to the Administrator(s) and Administrative Assistant(s) to inform them as to who did not take attendance for the day. Each teacher must be notified via email.

Truancy and Chronic Absence Guidelines

- A child can not be suspended or expelled solely for truancy or chronic absence from school.
- Define “absent” as a child who has missed 51% of a scheduled school day.
- Define "truant" as a child who has at least 10 unexcused absences per school year.
- Define "chronically absent" as a pupil who is absent for at least 10% of the scheduled school days in a school year.
- Unexcused and excused absences are counted for chronic absenteeism.
- A pupil's first five absences would be excused if documentation of the reason for the absence were submitted and approved by the school principal.
- A sixth or subsequent absence would be considered excused only for specific reasons and if documentation were submitted and approved (i.e. court, funeral, hospital, etc.) by the school principal.

Oak Park Schools Truancy and Chronic Absence Action Plan

- Administrative assistants must run a bi-weekly truancy report and determine, with the teacher's assistance, the students that fall under either of these two categories (ie. Chronically Absent or Truant).
- A meeting will be called with the Administrator, Parents, and the Student to discuss the problem and create an attendance improvement plan (refer to pages 4 and 5).
- If the improvement plan is not followed, a Truancy case will be filed with Oakland County Courts. The school will send a recommendation form to Ms. Robeyn Mitchell, District Attendance Agent, and she will file the proper paperwork with the Oakland County Truancy Department *regardless of a student's district of residence*.
- Please refer to the chart below for more action steps.

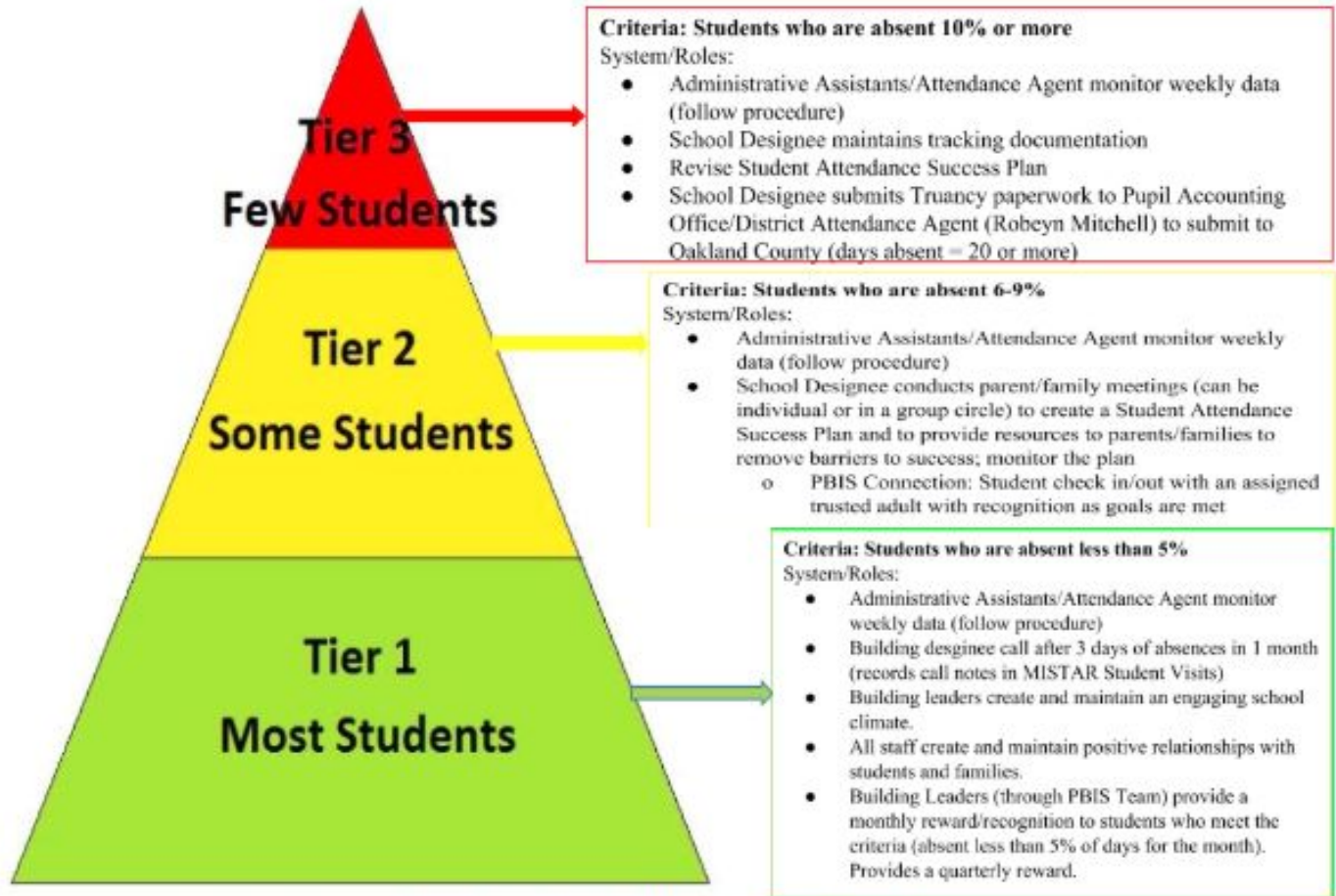
	CHRONIC ABSENTEEISM <i>(Percentage of School Days)</i>	TRUANCY <i>(Count of School Days)</i>
Step 1	<i>Maintain accurate daily attendance</i> <ul style="list-style-type: none"> • Create and maintain a positive school culture and climate 	
Step 2	<i>After 5-9% Days Absent</i> <ul style="list-style-type: none"> • Conduct individual/group parent meetings to create action plan and provide resources • Monitor student attendance 	<i>After 10 Days Absent [Building]</i> <ul style="list-style-type: none"> • a letter will be sent to the parent/guardian (see appendix for letter)
Step 3	<i>After 10% Days Absent</i> <ul style="list-style-type: none"> • Conduct individual parent meetings to monitor action plan and provide resources • Referral to the Oak Park Youth Assistance 	<i>After 15 Days Absent [Building]</i> <ul style="list-style-type: none"> • Send a letter to the parent/guardian requesting a meeting with the principal to develop an attendance action plan • Referral to the Oak Park Youth Assistance
Step 4	<p><i>*Note:</i> Days out due to sickness are counted for Chronic Absenteeism</p> <p>Days out due to sickness are NOT counted for Truancy</p>	<i>After 20 FULL Days Absent [District]</i> <ul style="list-style-type: none"> • Submit Truancy paperwork to the District Attendance Agent (Robeyn Mitchell) to be processed by Oakland County Truancy Office

Multi-Tiered Systems of Support Process for Improving Student Attendance



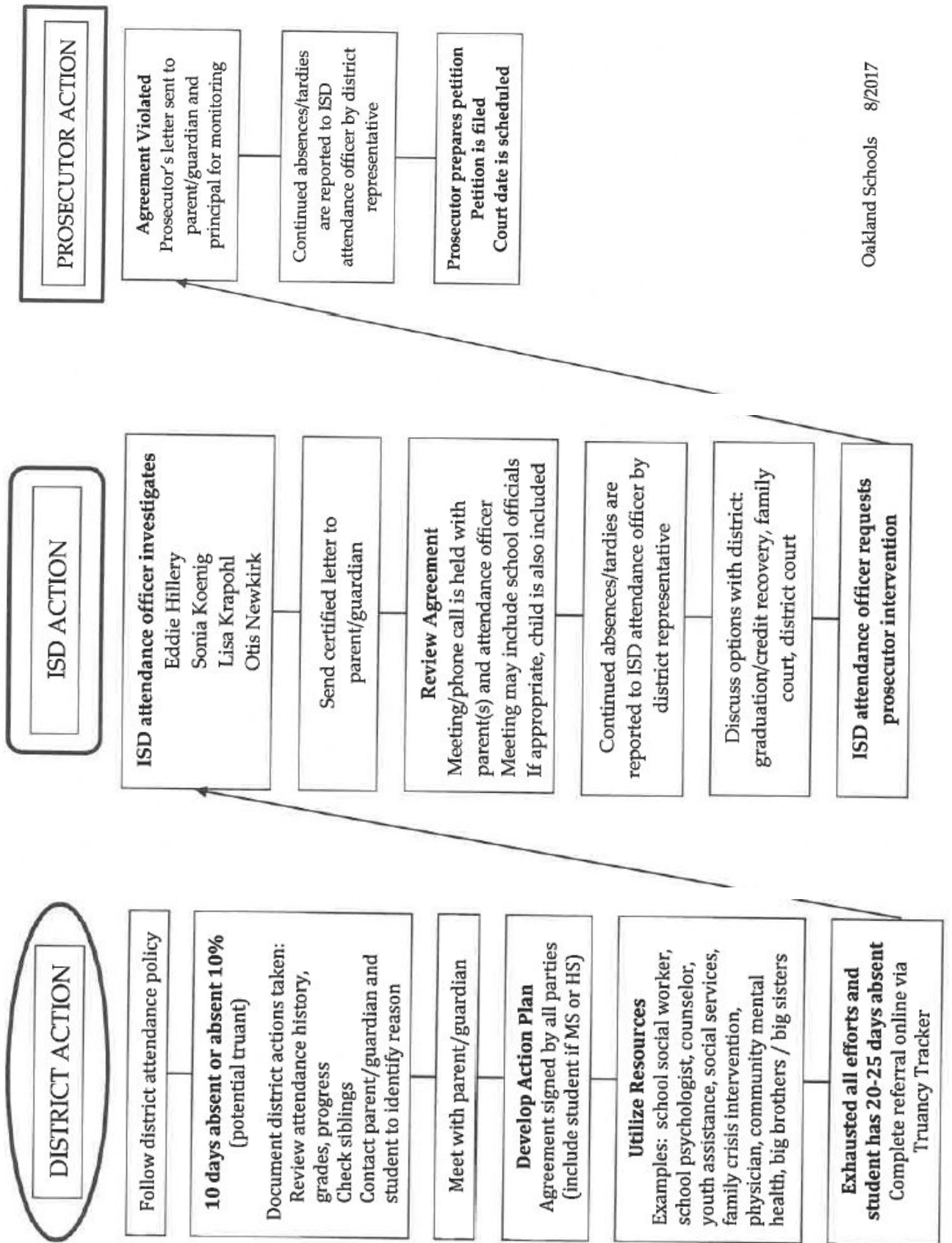
Multi-Tiered Systems of Support Framework for Improving Student Attendance

Oak Park Schools is committed to providing every opportunity for every student to be successful by providing a system of supports.



Oak Park Schools ~ Building Bridges to Success!

Truancy Flow Chart



Principal/School Leader Help Documents

School leaders (and building teams) have been provided with the following help documents:

Positive Behavior Intervention and Supports (PBIS)

- Incentives by Tiers 1-3
- French Toast Perfect Attendance Program
- Attendance Works Establishing School-wide Attendance Incentives
- Attendance Incentive Ideas for Students, Elementary
- Attendance Incentive Ideas, Secondary

Parent Literature

- “Build Habits of Good Attendance”
- “Attendance in the Early Grades”
- “Attendance in Middle/High School”
- “When is sick too sick for school”

Parent Letter Template

- A sample parent letter.

Parent Meeting Documents

- Facilitator’s Guide to Conducting Parent Meeting
- Elementary Parent Meeting Action Plan
- Secondary Parent Meeting Action Plan
- School/Community Resources Planning Sheet
 - Transportation Routes/ Service - Please call (248) 336-7701 to inquire
 - Oak Park Youth Assistance - Robin Brown Green (248) 336-7679

Other

- Attendance Works Tiers of Intervention to Reduce Chronic Absence
- Building Level Attendance System Planning Sheet