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Oak Park School District

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Oak Park Preparatory Academy, Oak Park Freshman Institute and Oak Park High School Absence Procedure

Every student in the district is required to attend school regularly in order to successfully transition to the next grade level and to graduate with a high school diploma.

Philosophy: Academic success is directly correlated to attendance and tardiness. Parents, administrators, teachers and counselors must work together to make sure students are **present and on time to each class of the day**. This policy can be implemented if everyone involved strongly participates.

Responsibilities and Expectations:

- **Administrators** are responsible for overall school operations and leading school reform that will raise student achievement. Administrators will ensure all teachers, counselors and other administrative staff are collaborating towards a common goal while improving standards and opportunities. Lastly and most importantly, administrators will be responsible for facilitating their school's interactions with parents and others in the school community.
- **Parents** must ensure that students attend school daily, arrive to school on time and prepared to learn. Parents are expected to communicate with teachers, counselors, attendance agents, administrators and support the discipline process.
- **Teachers** will make every effort to monitor the hallways between class periods while greeting students at the door to keep the student traffic moving.
Teachers are responsible for contacting the parent, recording hourly attendance in Zangle, **allowing students out of class with a hall pass**, allowing students to enter after the tardy bell rings with a tardy pass/CAAT-Common Area Action Ticket (2nd through 6th hour *OPHS only*) and **show positive role modeling by being in class on time**.
- **Attendance Agent or Student Planning Center Coordinators (SPCC)** will meet with habitually tardy students, make parent contacts, enforce the late policy, find a solution and apply discipline when necessary.
- **Security** will patrol the school, monitor the flow of student traffic, help students get to class on time and write CAAT tickets (*OPHS only*).
- **Students** must take initiative and be responsible for their own actions by arriving to each and every class on time and prepared to learn

Violations of this procedure shall be treated as defiant behavior in violation of the Student Code of Conduct. This procedure shall apply to students at all times when they attend school or any school sponsored event. Administration may exercise discretion and permit exceptions to this procedure for extracurricular activities.

Expectation for Excused Absence: Parents must send documentation explaining the absence within 24 hours. If absences for health reason appear excessive, prior notice from parents is necessary along with a doctor's note. Please include your name and telephone number.

Make-up Class Work for Absences: Teachers are responsible for providing make- up work and missed assignments.

Legitimate Verification for Excused Absences

Medical Appointments	Extended Illnesses	Absences with Administrative Approval
Court Appearances	Family Emergencies	School Activities
Religious Holidays	Field Trips	Athletic Events
General Illnesses	College Visits	Suspensions

Un-Excused Absences: Signed documentation is not acceptable for the below un-excused absences.

- A. Submitting signed documentation which does not constitute an excused absence.
(Please see above).
- B. **Skipping class:** Skipping class consists of not attending class.
1. The student may be in the building, but not in class,
 2. The student may have entered the building, but left without permission or reporting to class.
 3. Student never entered the building and the parent is not aware the student is not in class.

No student is allowed to leave school before the scheduled end of the school day without school administration permission. Parents/guardians who are listed on the student's contact card are allowed to sign students out provided they show proper identification. Student will be dismissed from the Attendance Agent.

*****Oak Park School District has a closed campus: Students are NOT allowed to leave campus for lunch*****

Disciplinary Action for Un-Excused Absences

First Violation:

- Teachers will mark student absence in Zangle.
- Parents will receive an automated voicemail notification of each absence.
- Attendance Agent/Academy Administrative Assistant will denote warning in Zangle.

Second Violation:

- Teachers will mark student absence in Zangle.
- Parents will receive an automated voicemail notification of each absence.
- Student will receive an after school detention.
- Detention documentation will be distributed to students by Attendance Agent, Academy Administrative Assistants or Special Planning Center Coordinators (SPCC).
- Attendance Agent, Academy Administrative Assistant, Special Planning Center Coordinators (SPCC) or Detention Teacher will contact parents of student who will serve detention. ID is needed for entry to detention.

Third and Subsequent Violations:

- Teachers will mark absence in Zangle.
- Parents will receive an automated voicemail notification of each absence.
- Student will be suspended.
- Major Infraction Form (MIF) or Referral Form will be distributed to the student by the Attendance Agent.
- Parent/Guardian will be notified of the infraction, suspension, and requested to attend a conference with the Attendance Agent before the student returns to school.

*Detentions will be scheduled as noted on the Detention or Referral Form
If student does not report to detention, suspensions will be given*

Truancy charges will be filed with the Oakland County Truancy Office on students who have excessive absences to include skipping class.