Marking Period Attendance/Tardy Plan – 2019-2020

In an effort to ensure proper attendance for students, the following plan will be in place beginning with the 2018-2019 School Year.

**Attendance Hotline – 248.956.2290**
Parents are encouraged to please call the attendance hotline if a student needs to be absent from school. Though parents may excuse absences, only those absences accompanied by a physician’s note will not be included in totals outlined below.

**Picking Up A Student Early**
If a student needs to leave school early for any reason and if the student’s parent or guardian is not picking them up, parent permission MUST be given for a student to leave with an individual other than their parent or guardian even if said individual is on their Emergency Contact Sheet. Additionally, students will not be called to the Attendance Office until they person picking them up has arrived in the office.

**Attendance Policy**

10 days absent during a Marking Period (*those without a physician’s note*)
- Letter sent home
- Possible student meeting with Oakland Schools Truancy Liaison

12 days absent during a Marking Period (*those without a physician’s note*)
- Parent contact with Administration
- Possible referral to Oakland County Truant Office

**Tardy Policy**

- 4 tardies per Marking Period – Lunch Detention with student contacting home
- 7 tardies per Marking Period - After School Detention
- 10 tardies per Marking Period – One full day of In School Suspension
- Additional tardies over 10 will result in further discipline, including loss of school privileges, parent meetings, etc.