

Attendance Policy

In order for students to experience success in school, it goes without saying that they must attend classes. Attendance is the pre-requisite for success.

All students are expected to be in school everyday and on time for each class. School hours are from 8:00 AM until 3:15 PM. Students that are absent (3) or more consecutive days will be contacted by phone call from the school.

Definitions:

Absence

Student does not attend school or misses certain classes.

Excused Absence

The School Office must receive a call from parent or guardian on the day of the absence by calling (313) 922-8088 for elementary students. Student will then be placed on the excused absence list. Students may also bring a note from the doctor, parent or guardian on their first day back to school after the absence; the student will then be allowed to make up the work upon request. This request must be made upon return.

Unexcused Absence

Any absence without a written or verbal excuse from the parent/guardian. Written excuses are preferred. However, parents/guardians may phone the school office and inform Ms. D. Smith of their child's/children's absence excuse.

Tardy

Student is late for school and/or class. Students are expected to be in class on time. A tardy to school, must be accompanied by a note from parent.

Excused Tardy

Student is late to class and gives the teacher a pass from an administrator, the office or a staff member to excuse the tardy.

Unexcused Tardy

Student is late without a pass. Three unexcused tardies will equal an unexcused absence.

Upon three (3) unexcused tardies, teachers will contact parents. Should unexcused tardies continue, upon the six (6) unexcused tardies the students will be referred to administration for disciplinary action. Students that have chronic absences or tardies problems will be referred to the Wayne County Intermediate School District attendance office for investigation. Parents are responsible for making sure their child(ren) is in school, failure to do so without appropriate medical documentation or valid reasons is subject to punishment and fines by state law.

Drop Policy

A student will be automatically dropped from enrollment where six (6) consecutive "unexcused" absences exit.