

Attendance Policy

- If a student is going to be absent for an excused reason (illness, funeral, doctor appointment, or family obligation), the parent should call the office by 8:30am stating student name, reason, and length of absence. If parent does not call by 8:30am the office will call home. Please note, there is a 24 hour attendance hotline and you do not need to wait until normal business hours to call. Phone number (313) 827-2700
- If a student needs to leave the school during the day for an excused reason, the secretary will call home and the parent must come to the school to pick up the child. The office will contact the student's classroom when the parent has arrived and the student will then report to the office to check out and meet parent. **If parent or emergency contact are not reached, the student must stay in school.**
- Under no circumstances should the student leave the school without notifying the office. Otherwise, the student is considered to be skipping.
- The student is responsible to check with teachers to make up missing assignments. This should be done either before or after school if the absence is scheduled or when the student returns from said absence.
- If the absence is more than 2 days, parents may request assignments from the teacher. Teachers should be given 24 hours to compile assignments and deliver to the office.
- An unexcused absence is considered skipping and will be treated as such.