

## AOW Attendance Policy

- Parents must call the attendance phone line at (586) 552-8010, before 10:30 a.m. if their student will be absent from school. The parent should state the student's full name, grade, and the reason for absence.
- Three (3) tardies will equal one (1) unexcused absence.
- Students who arrive after 11:30 a.m. and /or leave school before 2:00 p.m. will receive a ½ day absence on their attendance record. On Wednesdays, students who leave school before 10:30 a.m. will receive a ½ day absence.
- When a student is absent for more than three (3) consecutive days because of illness or other circumstances a satisfactory explanation or physician's verification of illness may be required.
- Under no circumstance can unexcused absences and/or tardiness be excused by parents retroactively.

<b># of Absences Per Semester</b>	School Action
Three (3)	Parent letter/Phone Call
Five (5)	Parent letter & parent meeting
Seven (7)	Certified parent letter and parent meeting (including signing of Attendance Contract)
Nine (9)	<b>Loss of credit/retention, contact appropriate government agency, and/or removal from school enrollment</b>