

Attendance Philosophy:

Wayne-Westland Community Schools (WWCS) acknowledges the connection between regular attendance and achievement. As attendance deteriorates, so does school achievement. Supporting high levels of attendance and achievement is the shared responsibility of parents, guardians, caregivers, schools, and local authorities. Keeping children out of school for minor ailments such as a headache or slight cold is not acceptable, nor is parent excusing school for the convenience of family recreation. Parent excused absences- parent call-ins- are not excused in terms of the state standard governing compulsory school attendance as defined by the Michigan Compiled Law 380.1147.

Role of the School:

Students who develop excellent attendance habits experience greater success both in school and after graduation. As such, Wayne-Westland is committed to forming a cooperative alliance with parents and students in order to support attendance.

- School staff has an obligation to enquire and challenge reasons for student absences and insist on evidence for excused absences.
- School staff are expected to report concerns about absences and lateness to administration.
- School staff will communicate with parents about current attendance concerns.
- School staff keep daily attendance records and these records are periodically reviewed and forwarded to local authorities managing truancy and educational neglect.

Role of the Parent:

- Not condone student absence
- Report each day of student absence to school offices
- Send written note and/or evidence to support student absences
- Avoid scheduling appointments during the school day when possible
- Avoid planning family recreation activity that conflicts with the academic calendar when possible
- Speak with your child about pursuing makeup work to accommodate the absence

Role of the Student:

- Students are expected to attend school each day, for the entire duration of the academic year, unless there is an exceptional reason for absence.
- Students are expected to be on-time for class and prepared for instruction.
- Students are expected to limit bathroom use to passing time when possible.
- Students are required to possess an authorized hall pass when not in class during instructional time.

Documented Excused Absences:

The school recognizes circumstances that cause a student to miss school. These absences require documentation. Documentation for these absences is required within 24-hours of the student's absence and is typically presented upon a student's return to school. The following absences are considered excused with documentation:

- a. Hospitalization/medical leave
- b. Religious obligations
- c. Mandatory obligations such as court appearance
- d. Funeral
- e. In-school/Out of school suspensions
- f. School related absences such as field trips
- g. Documented medical notes prohibiting or limiting a student's ability to be in school (requires principal approval).
- H. Pre-arranged absences negotiated with administration typically associated with student enrichment opportunities augmenting and beyond those available within the school curriculum.

Grades and Grading:

Students may not be denied credit in a course solely based on attendance; however, it is unlikely that a student can achieve in a course that is not regularly attended. It is the responsibility of the student to seek out and negotiate with teachers make up work and assignments missed as the result of absences. Please be aware that some activities require a student's presence and there may be no way to recreate an activity or assessment for which a student was absent. Alternative assignments or activities will be made available for documented excused absences and otherwise at the discretion of the teacher. Students are to refer to the teacher's syllabus for makeup work regarding absences.

Excessive Absences:

Wayne-Westland Community Schools has a statutory responsibility to monitor and pursue students with chronic attendance problems including persistent tardiness. If a student is repeatedly absent from school without valid documentation, or is failing in school or gives evidence of behavior problems, attempts to confer with the parent or guardian can be expected. If attendance does not improve, or efforts to confer with parent or guardian are not successful, truancy will be reported to local and county authorities in accordance with local statute.