

**MILFORD MILL ACADEMY  
2008-2009**

***ATTENDANCE/LATENESS POLICY***

- I. EXCUSED ABSENCES/LATENESS TO SCHOOL AND CLASS**
- a. All excused absences must be accompanied by a note from the parent/guardian the day the student returns to school.
  - b. Doctor Notes and Court Summons will be accepted as excused absences.
  - c. All notes must include student's name, the date of the absence, and the reason for the absence.
  - d. No notes will be accepted more than three days following the lateness or return of the student to school.
- II. UNEXCUSED ABSENCES/LATENESS TO SCHOOL AND CLASS**
- a. An unexcused absence/lateness to school and class is an absence/lateness that is not supported by a note from parents, guardians, doctors, or the courts.
  - b. A maximum of 5 unexcused absences are allowed in each quarter before an "E" is recorded as a quarter grade.
  - c. Twenty (20) unexcused days is the maximum for a year long course and ten (10) for a semester course before an "E" is recorded for the final grade.
  - d. Unexcused Lateness: Additional unexcused absences will accrue at the rate of one (1) day per two additional lateness after the first.
    - i. 3 lateness = 1 unexcused absence
    - ii. 5 lateness = 2 unexcused absences
    - iii. 7 lateness = 3 unexcused absences
    - iv. 9 lateness = 4 unexcused absences
- III. ACADEMIC CREDIT RECOVERY COMMITTEE**
- a. Students who fail a quarter/semester/year due to unexcused absences/lateness may submit an appeal to the *Academic Credit Recovery Committee* for review. The process is initiated by the student with the submission of an appeal form to the teacher submitting the failing grade. The teacher will make comments on the form and forward the form to the *Academic Credit Recovery Committee* for action.
  - b. A final appeal may be submitted to the principal after receiving a decision from the *Academic Credit Recovery Committee*.
  - c. All decisions by the principal are final.