



## **Attendance Policy**

In order to enhance the educational experience and employability skillset of students enrolled in Millstream Career Center programs, a new attendance policy has been established. The policy guidelines are listed below:

- Students shall miss no more than seven days per semester of program class time. Any absence after seven must be excused with a doctor's note.
- Students who miss more than seven days per semester will be denied credit for the semester in their respective Millstream program.
- Students who miss more than seven days will be sent written notification of denied credit. Students will have a window of five days to submit an appeal for reinstatement of credit.
- An attendance review committee consisting of five Millstream staff members shall hear an appeal by the affected student and/or parent.
- Students may receive credit if the review committee recommends that credit be reinstated. Credit may be earned back with various efforts such as make up time or work.
- An attendance award incentive will also accompany this attendance policy. Students who miss three or fewer days of their program class will receive an award based incentive.

Millstream Career Center cares deeply about students being successful. This policy is intended to enhance the learning experience.