



MILACA
Area Learning Center
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Milaca Area Learning Center Excused Friday Policy 2025-2026

WHAT IS THE DISTRICT POLICY

Classification of Absences (Page 21-22 Parent/Student Handbook)

The school district has the responsibility to determine if an absence is excused or not.

Excused Absences - to be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- All school approved absences through the principal's office. Examples would be pre-approved family trips, school related events, or court appearances.
- Official religious holidays
- Illness or medical, dental, or orthodontic treatment, or a counseling appointment.
- Death or funeral in immediate family, i.e., grandparents, brothers, sisters, parents (significant extended family members at the discretion of the principal)
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies
- Any absence which the student has been excused in writing by an administrator or faculty member.
- Serious illness in the student's immediate family
- Religious instruction not to exceed 3 hours per week
- Two days per year for personal trips to schools or colleges
- Court appearances occasioned by family or personal action.
- Active duty in any military branch of the United States.
- A student's condition that requires ongoing treatment for a mental health diagnosis.

Unexcused absences - all unauthorized and unexcused absences are considered as truant absences except as otherwise provided herein. Detention may be assigned and disciplinary action will be taken which may result in loss of credit in the course. Unexcused absences include:

- Truancy (An absence by a student which was not approved by the parent and/or the school district.)
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home
- Work at business, except under a school sponsored work release program.
- Vacations with family that are not pre-approved through the appropriate school office.
- Personal trips to schools or colleges beyond the two allowed above.
- Any other absence not included under the attendance procedures set out in this policy

The school reserves the right to refuse excusing an absence when requests become excessive. Once a student has 10 absences in a semester, all of the above absences may be considered unexcused unless medical documentation signed by a healthcare provider is presented to the school. After 12 accumulated absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

Daily participation grade based on attendance may be part of courses offered. Students will lose all participation if absence is unexcused.



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Truancy (Page 22 of the Parent/Student Handbook)

You are truant if you are absent from school or class without school and/or parent approval. If a teacher discovers a skipping violation, the student will receive a detention. An unexcused absence merits a zero for that class period or entire school day. When the student receives notice of the detention and wants to appeal it, he/she must appeal to a principal before the date of the detention. If a student is late to detention or does not report, the student will be placed in all day detention.

ALC SPECIFIC GUIDELINES AND EXPECTATIONS

The ALC is a unique environment in which students are granted additional permissions based on their overall behavior and progress in the program. Their behavior and progress is monitored as 3 levels in which students start at level 1 and work their way up to level 3 - earning additional privileges as they move up levels.

- Level 1 students are expected to attend Monday-Friday. An absence on a Friday that does not meet the criteria above for excused absences will be marked as unexcused, affect the students daily behavior points, and may be subject to consequences in line with the district truancy policy.
- Level 2 and Level 3 students are generally using their class time wisely and therefore typically making adequate progress on their courses. Because of this, level 2 and level 3 students are not required to attend the program on Friday and will be marked as excused.

Students that are excessively behind may not have the ability to earn this privilege if the lead teacher and/or counselor do not believe the time away from the program can be granted in the best interest of the student's academic progress and graduation goals.

Students that have earned the privilege of excused Fridays are still always welcomed and encouraged to attend on Fridays.

Students that are dual enrolled in Milaca High School courses or PSEO must still attend those normally scheduled classes.

The lead teacher and counselor have the discretion to modify these guidelines and expectations at any time, including as accommodations to best meet the educational needs of specific students.