



Milford Attendance Policy

At Milford, we believe in the correlation between good attendance and academic achievement. To foster positive work and study habits, administration and faculty believe that students must be on time and in class in order to fully maximize their educational opportunities. Acceptable reasons for excused absences are as follows:

- College visits
- Religious holiday/celebration
- Medical/Dental/Mental Health Appointment
- Bereavement
- Quarantine
- Illness

*When appropriate, documentation may be required or requested for any excusal. We kindly ask that parents provide at least 24 hours' notice when excusing a student or requesting an early dismissal whenever possible. We understand that emergencies and unforeseen circumstances may arise and that advance notice is not always possible. Please be aware that requesting an early dismissal only upon arrival at the building may result in a delay in your student's departure time. Thank you for your understanding and cooperation.

Procedure for Reporting a Student Absence:

- Email and follow classroom teachers' policies regarding missed instruction and work.
 - If the absence is unexcused, students may not be allowed to make up work (including tests or quizzes).
- Parent/guardian contact the Milford attendance office within **24 hours** of the absence:
 - Phone: (248) 684-8255
- Only a parent or guardian listed under the family tab may excuse an absence. Students who attempt to call themselves in to excuse an absence may be subject to disciplinary intervention.
- Pre-arranged absences should be communicated to the school ASAP (this is for 3 or more consecutive days or more at a time).



MILFORD HIGH SCHOOL

Huron Valley Schools
Accredited by AdvancED

2380 S. Milford Road | Highland, Michigan 48357
Ph: 248.684.8091 Fax: 248.684.8094

- Families are also encouraged to plan vacations during school breaks. If this is unavoidable, please schedule ahead with all necessary staff.

Additional Attendance Information:

- We would like to remind everyone that the first hour starts promptly at 7:22 AM; students are expected to be in their classroom at that time. To reduce the amount of instructional time lost, on bad weather days especially, please allow for extra time by leaving earlier to safely make it to school on time.
 - Please note promptly at 7:22 AM, the student parking lot doors will be locked, and students will be redirected to the main entrance.
- Please understand that **Milford High School is a closed campus**. Students are not to be excused just for their **lunch period** for anything other than a healthcare appointment.
- When a student returns to Milford High School due to a healthcare appointment, it is expected that the student will provide a note on a health provider's letterhead verifying the date and time the student was seen by the provider. If your student is unable to provide a document from their health provider, this will result in an unexcused absence and will be considered skipping and could result in administrative intervention.
- When leaving a voicemail on the attendance line (**248-684-8255**), please use that as confirmation that your message has been received; there is no need to call back for verification.
 - On high call volume days, those messages may take longer to address, but they will be received.
- If you are picking up your child without a call to attendance, you must come to the main door with a picture ID.
- If a student is ill at school, a parent or emergency contact is expected to come to school as soon as possible to take their student home.
- Students participating in an athletic or performing arts event must be present for at least 3 hours of the day to participate in that evening's event.

Stephen Digsby
Principal
248.684.8261

Elizabeth Suminski
Assistant Principal
248.684.8089

Eric Dziobak
Assistant Principal
248.684.8203

James Marszalek
Athletic Director
248.684.8155



MILFORD HIGH SCHOOL

Huron Valley Schools
Accredited by AdvancED

2380 S. Milford Road | Highland, Michigan 48357
Ph: 248.684.8091 Fax: 248.684.8094

Tardy Policy:

- Students who are late will be marked tardy. While a phone call from a parent is appreciated, the student is still tardy.
- At the 4th tardy of a class, students may receive a detention from their teacher.
- At the 8th tardy of a class, students may be referred to administration and receive an additional detention.
- At the 12th tardy of a class, students may receive progressive discipline. Including but not limited to loss of parking privileges up to suspension from school.
- If the behavior has not changed after the 12th tardy, students may be given an "Attendance Contract" and face additional progressive discipline.
- Making up work due to tardiness and unexcused absences is at the discretion of the teacher.

Detention Policy:

- Students are expected to report to detention on their assigned date.
- Parents/Students should contact their Assistant Principal within 24 hours if a schedule change is warranted.
- Any missed/unexcused detention absence will result in progressive disciplinary action.
- Students are expected to bring classwork or a book to read for detention. Cell phones or personal electronic devices are not allowed.

Stephen Digsby
Principal
248.684.8261

Elizabeth Suminski
Assistant Principal
248.684.8089

Eric Dziobak
Assistant Principal
248.684.8203

James Marszalek
Athletic Director
248.684.8155



Milford Attendance Procedures

SIGNING IN AND OUT POLICY

Students arriving late or departing early must stop at the attendance office and sign in or out.

- All Students arriving after 7:22 a.m. must **SIGN IN** at the attendance office and receive a late pass.
- All Students that depart before 2:03 pm. **MUST have parental permission**,
 - Again, only a parent or guardian listed under the family tab may excuse an absence.
- All students must SIGN OUT in the attendance office and receive a departure pass.

Failure to SIGN in or OUT will be an unexcused tardy or absence and will not be excused after the fact.

MEDICINE:

A completed Plan of Care (POC) must accompany ALL medication either Self-Administered or Office Stored

- Prescription medication must be in its original bottle
- Over-the-counter medication must be **UNOPENED** in its original container
- Students are not permitted to carry medication without a POC.
- Students in possession of medication (of any kind, prescription or over-the-counter) without a POC are subject to disciplinary action.
- All forms for POC's are located in the attendance office.
- POC forms can also be found on the HVS website under Health and Wellness. (Care Plans)

Completed POCs can be faxed to us at 248-684-8094