

UNEXCUSED ABSENCES

An unexcused absence is any absence that has not been pre approved by a parent/guardian. Students are responsible for getting unexcused absences cleared from their attendance records upon receiving notification from the attendance office. **Students will have one (1) week to clear their unexcused absences. AFTER ONE (1) WEEK ALL UNEXCUSED ABSENCES WILL BE CONSIDERED CLASS CUTS, CLASS CUTS WILL RESULT IN CREDIT BEING PLACED ON HOLD AND STUDENTS WILL BE ASSIGNED TO CREDIT RECOVERY LAB.** Grades will be restored upon completion of credit recovery lab.

Mingus Credit Recovery Lab

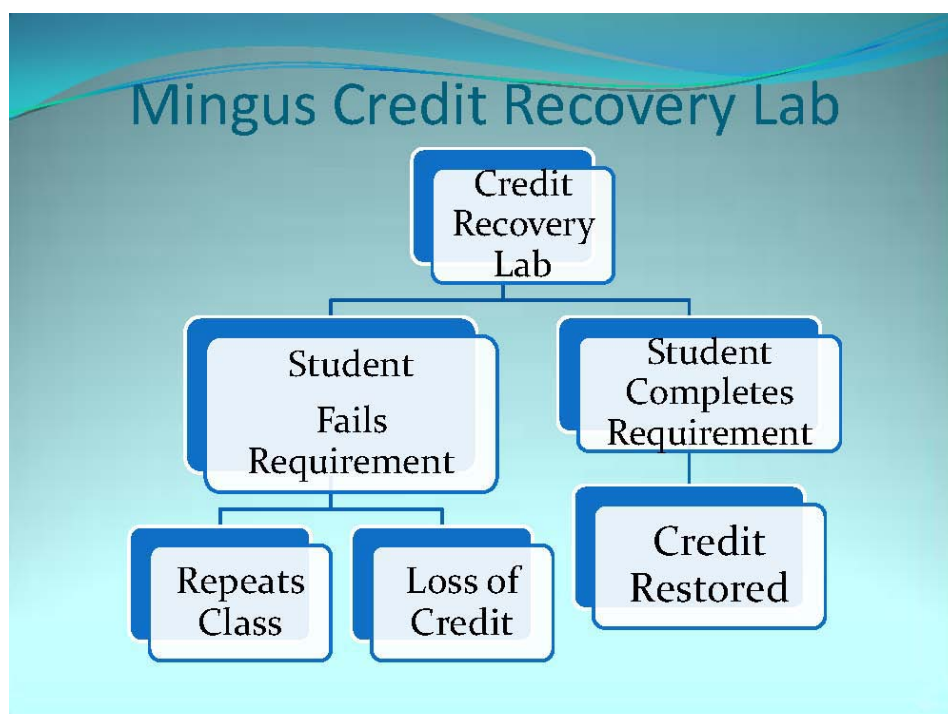
Mingus Credit Recovery Lab will be a requirement for students who record a total of eight (8) absences excused or unexcused per semester in any class in order to have credits restored due to absences.

- Credit recovery lab is a silent study period.
- Students are responsible for bringing materials to study.
- Students who do not have class material to study will not be allowed to attend.
- Students will be required to attend forty five (45) minutes of credit recovery lab for each period of the day a student is reported absent.
- Students who disrupt the credit recovery lab will be asked to leave and no time will be counted.
- Students who fail to complete the required number of hours will have their credits placed on hold until the assigned hours are completed.
- Absences due to truancy will not be allowed to be made up in credit recovery lab.
- Students can "bank" time in advance of a known absence (surgery, extended vacation, travel) with approval of administration.

Mingus Credit Recovery Lab Schedule

Monday 6:45-7:45 AM	Tuesday 6:45-7:45 AM	Wednesday 6:45-7:45 AM	Thursday 3:30-7:30 PM	Friday 6:45-7:45AM	Saturday TBD
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Schedule subject to change.



Appeal Process for Loss of Credit

Student must continue to attend the class during this time.

Appeals for restoration of credits/exceptions to Mingus Credit Recovery Lab -

1. Students are allowed one (1) appeal per school year.
2. Student **and** parent must submit a formal request for restoration of credits to the attendance hearing officer within ten school days from the postmark date of the letter informing the student/parent/guardian of the loss of credit.

Timeliness - The appeal process must be completed within ten (10) school days of the postmark date of the loss of credit letter. Failure to respond within the defined time limit (ten school days) will result in the student relinquishing the right to appeal. It is the responsibility of the student/parent/guardian to keep the school informed of a current mailing address; failure to comply may result in loss of credit.

3. Appeals must include student and parent letters detailing specific changes desired, concrete reasons for requesting the appeal and documentation supporting the appeal (legal/court ordered appearances, medical excuses, etc.). The hearing officer will consider extenuation circumstances when making decisions.
4. Appeal for credit restoration will be denied if any truancy is included in the accumulated absences.
5. A copy of the appeal may be given to the teacher for comment and recommendation.
6. Before an appeal is granted, the student's grades, school related behavior, past appeals if any and previous attendance will be reviewed.
7. Any truancy occurring during the appeal process will result in loss of credit without further appeal.
8. Decisions of the hearing officer:
 - a. Restoration of credit
 - b. Denial of credit
 - c. Removal from the class
 - d. Students earning credit in fewer than two (2) classes will be subject to suspension or expulsion, consistent with ARS 15-843. The principal must approve exceptions.
 - e. The appeal may be granted and the student will be placed on an Attendance Contract stipulating voluntary student withdrawal from school or denial of all credits, if the terms of the contract are violated.
 - f. In the case of chronic illness students may need to file medical exemption to attendance forms.
9. If credit is denied by the hearing officer, an appeal may be made to the Attendance Review Board (if applicable) the Governing Board.

The changes in the attendance procedures and the introduction of the Mingus Credit Recovery Lab are in preparation of increased auditing of school attendance records from the State Dept. of Education as part of efforts to improve the state's financial dilemma. It is believed that the Dept. of Ed. is going to include student tardies in their formula for determining school funding based on daily attendance also; therefore it is critical for parents to partner with MUHS and support the steps we are taking to create an environment of excellence by holding students accountable for attendance and simply respecting themselves, fellow students and teachers by getting to class on time.

Absence Letter Procedures

