

## Student Absences and Excuses — Secondary

The following regulations shall apply to secondary students:

1. Students are allowed five excused absences per semester in each class. additional absences will require a doctor's excuse in order to be able to make up any missed work. When a student has an excused absence, all missed assignments will be due the day after said student returns to school. exceptions may be made for prolonged illness and special circumstances.
2. All unexcused absences will result in forfeiture of any make-up work. Unexcused absences will also carry the possibility of law enforcement notification.
3. School-sponsored activities will not be counted as absences for the purpose of the five absence criteria.
4. Tardiness is defined as the appearance of student without a proper excuse after the scheduled time that a class begins. Students will be considered tardy during the first 1/3 of the class period and absent after 1/3 of the period has passed.
5. Students will be allowed three tardies per nine weeks. Three tardies in the same class during a nine-week grading period will count as one unexcused absence. On the third tardy, students will be notified that an additional tardy may result in a suspension from school for up to three days. Parents or guardians will be notified of all suspensions regarding tardiness. In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy, provided that the teacher or administrator gives the student a pass to enter his next class. Teachers will honor passes presented in accordance with this policy
6. Judicial proceedings will be initiated for students under the age of seventeen who accumulate more than four unexcused absences per month or ten per calendar or school year. Students under the age of seventeen who have been removed from class will be expected to remain on school premises in the setting stipulated by the school.

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