

## **TMHS Absences (Student Policy)**

When a student has been absent, he must bring a written statement from home stating the cause of his absence. This note must be signed by the parent and shall be brought to the homeroom teacher on the day following the absence. It is the student's responsibility to take the excuse, which has been signed by the homeroom teacher, to each of their classroom for their signatures. This must be done within three (3) school days in order for the student to make up any missed work. Failure to return a note to any of the teachers by the third day will cause the absence to be treated as unexcused in the respective classes.

The homeroom teacher will determine if the excuse is lawful or unlawful using policies of the State Board of Education (listed below) in making decisions. If a student's absence is unlawful, he will not be allowed to make up work that he has missed, including tests, and **MUST** receive a zero for missed work when other students receive grades.

A discipline referral must be filled out on the student not bringing a note on the third day stating an unexcused absence and "0" is given. **ABSENCES MAY BE EXCUSED FOR THE FOLLOWING REASONS (OTHER THAN SCHOOL RELATED FUNCTIONS):**

1. Illness (including dental/doctor appointment)
2. Serious illness or death of member of immediate family. (Immediate family shall be interpreted to mean father, mother, brother, child, husband or wife, grandmother, grandfather, or a relative living in the residence of the student.)
3. Seasonal farm work where parents own and operate a farm.
4. Prior approval from principal.

In order for a student to receive a certificate of attendance, which is, required to get a driver's license, he/she must not miss more than 10 consecutive school days with unexcused absences. Replacement cost for lost certificate will be \$1.00.

If a student misses a pre-assigned test or a deadline on assignment due date, the test must be made up on the day of return – pre-assigned work will be due on the day of return. In case of illness of student, death of family member, or unusual circumstances, teachers shall use discretionary judgment in setting a time-line for student making up test.

Any work missed during absence must be made up within three (3) days. Work not made up within three (3) days will result in a zero. The principal may make exceptions to this when unusual circumstances occur. It is the student's responsibility to request to make up work.

In order to be counted present for a class, a student must be in attendance at least one-half of the class period; otherwise, he will be counted absent. A student must sign out within 5 minutes of leaving class.

If a student is absent from school, he shall not be allowed to participate in ANY extracurricular activity on that date. In order to be counted present, he must be in classes three (3) or more periods.

Students representing the school in school related activities will be counted present. Example: Literary events, testing, athletic events, band competition, club meetings, etc.

**\*HIGH SCHOOL ONLY** – seniors will be given two days for college, armed services, or career purposes. Students requesting these days should submit a written request three days in advance to the principal. The principal may excuse additional days determined to be of educational value.