Students at LSMSA are required to be active participants in the learning process. This includes, but is not limited to, attending all scheduled classes. Because of the importance of this principle in the LSMSA environment, policies have been developed which address disciplinary action should unauthorized deviation from this principle occur. Absences from scheduled classes will be addressed as follows:

EXCUSED ABSENCES

1. Family Emergencies
   Requested through the director of academic services or the director of student services with as much advance notice as the situation allows.
2. Personal Illness
   a. Managed through the school nurse
   b. Excuses will not be allowed after a class (or portion of a class) has been missed.
3. School Related/Approved Functions
   a. Requested through Registrar's Office, using the Excused Absence Form prior to registration or the payment of any fees associated with the function.
   b. Must be arranged with parental approval prior to the school giving final approval.
   c. May not be allowed if on academic probation or if having academic problems, unexcused absences, or excessive excused absences
4. All Other Requests
   Requested, in advance, through either the director of academic services or the director of student services using the Excused Absence Form.

NOTE: College visits shall be planned to coincide with scheduled Louisiana School holidays, inasmuch as possible. When that is not possible, prior approval must be secured from the counselor's office with the full right to approve or deny residing with them, and in keeping with student plans as well as student performance here. Following each visit, the student must submit a letter, on college letterhead from an official of the school, verifying the visit.

NOTE: In order to allow enough time to process a request, students should return the Excused Absence Form to the Registrar's Office at least three days in advance of any planned absence.

Approval of Absences

1. All absences are considered unexcused until a request for excuse has been granted by appropriate personnel, on correct form, following approved process, in advance of the absence.
2. When considering requests for excused absences, a student's academic standing and total number of absences, excused and unexcused, will be taken into consideration.
3. Final resolution as to status of an absence rests with the director of academic services.

Make-up Work

Make-up work for excused absences will be addressed on an individual basis by the instructor of the class as outlined in the course syllabus. Questions or concerns should be taken to the director of academic services.

UNEXCUSED ABSENCES

Results of Per-course-per-Semester:

One (1)	Student Absence Form (SAF)
Two (2)	SAF; faculty/student conference suggested
Three (3)	SAF; executive director/student conference required
Four (4)	Automatic D for semester; D to show on transcript. In yearlong classes, the semester D due to absences will be averaged as the lower of either 65% or the earned average.

Results of All-courses-per-Semester:

Number of Absences	Results
Six (6)	Parents/guardians receive notice by mail. Student receives electronic and written notification in his/her LSMSA e-mail account and mailbox.
Eight (8)	Mandatory conference with the student and the executive director. Parents/guardians receive notice of the conference by mail.
Ten (10)	After analyzing the circumstances, the administration will determine if it is in the best interest of student to remain at Louisiana School.

Faculty may, but are not required to, give make-up tests for unexcused absences; they may assign a grade of zero. Faculty may, but are not required to, accept work submitted late due to unexcused absence; they may assign a grade of zero.

Absences will accrue while the procedure to drop a course is in progress and will be counted as unexcused. The Registrar will finalize the date of the student's withdrawal/drop application. **The student must attend classes until receiving notification that the withdrawal/drop application has been completed.**

Conferences with the student regarding absences are informational in nature and are not to be considered as conditions precedent to the imposition of any disciplinary action. Accumulation of unexcused absences in a one or two day period could preclude the opportunity for a conference.

Receipt of one D because of unexcused absences that would make it impossible to meet LSMSA graduation requirements will result in immediate dismissal from enrollment at LSMSA. Receipt of a second D because of unexcused absences during a student's tenure at the school will result in immediate dismissal from LSMSA.

Absences are cumulative, beginning at 0 each semester, both for individual courses and overall.

TOTAL ABSENCES *(EXCUSED AND UNEXCUSED)*

1. Upon the seventh absence (excused and unexcused) in any one class, the student will meet with, at the direction of the instructor, a committee comprised of the student's instructor, advisor, student life advisor , and counselor. The committee will notify the executive director of any findings or recommendations. Parents/guardians will be notified by mail.
2. The committee may place restrictions on the student's participation in interscholastic athletics, extracurricular, or other activities.
3. The committee may also require the student to withdraw from the class, with or without penalty.

4. Absences accrued when a student does not follow procedures for dropping a class will remain on the student's record and be subject to the terms of the Attendance Policy.

TARDINESS

Tardiness will be addressed on an individual basis by the instructor of the class, and may accrue to equal an unexcused absence. Generally, in the absence of a statement to the contrary in the syllabus, after being tardy by 15 minutes, an absence is recorded. When a pattern of tardiness develops (at least three tardies during a semester), the faculty member generally meets with the student and notifies the student life advisor .

UNCOVERED CLASS

1. If instructor is late/absent, students must remain in class
2. One person should be designated to report to faculty secretary (room 143) or the executive director's secretary (room 130) after first 10 minutes
3. Students who leave an uncovered class will receive an unexcused absence

ERRORS IN RECORD

1. Student must contact instructor within 2 school days regarding corrections to absence record
2. Instructor requests change, in writing, to Registrar's Office

REQUIRED ATTENDANCE FOR CO-CURRICULAR ACTIVITIES

1. Academic Probation Support Activities (for students on Academic Probation)
2. Required Assemblies
3. Fall Senior Recognition Ceremony
4. Matriculation Ceremony
5. Academic and/or Other Required Weekends
6. Special Projects
7. Work Service
8. Blue and Gold Day
9. Senior Recognition Ceremony associated with Graduation
10. Graduation