

Absences

A. Upon returning to school after an absence, the student is to bring a **signed and dated note** from his/her parents/guardian or doctor detailing the cause of the absence. The student will report before school to the assigned location for handling absences and tardies. The signed and dated note will be presented to the office and an admit slip will be given to the student to be taken to student's homeroom teacher for his/ her initials. This dated slip permits the student to make up any missed assignments accrued during his/her absence. Failure to provide the office with a signed and dated note from his/ her parent/guardian will result in the student's absence being **"unexcused" and no credit will be given for work missed on the day of absence.**

b. Absences without parental permission will be considered unexcused. Cases will be dealt with on an individual basis.

c. All written parental/medical **excuses for student absences are required within two school days of the student's return to school;** otherwise, the absence will be considered unexcused. For excused absences, students have up to five days to complete missed work. However, **major tests/projects/quizzes are due the first day that the student returns to school.** Students who are absent from class for any reason are responsible for all material covered. ***For unexcused absences, students will receive a grade of "o" for all missed work.***