

PRE-ARRANGED EXCUSE

If students expect to be absent, they are encouraged to prearrange such absence in order to coordinate school assignments with teachers.

The parents must send a note to the building principal requesting a prearranged excuse at least one (1) day prior to the absence. Before the prearranged excuse will be granted, it must be approved and signed by all the student's teachers.

MAKE-UP WORK

Students who have received an excused absence, including prearranged, will have one day for each day absent to make up the work missed. Make-up work is the responsibility of the student, not the teacher.

TARDIES

Parents will be contacted at administrative discretion when student tardies become excessive.

Policy Cross Reference:

Legal Reference:

Policy History:

Adopted:	11/13/1978
Reviewed:	08/20/1987
Amended:	08/20/1987
Reviewed:	07/01/2008