

### Make-up work policy overview:

If a student is absent for 2 days or less, our make-up work policy indicates that it is the student's responsibility to secure the work and several options are suggested. The student may check the Homework Boards and the corresponding work in Schoology, and they should speak with the teacher(s) upon returning to school.

If a student is absent for 3 consecutive days, a parent/guardian may contact our School Counseling Registrar (Ms. Beck) at 364-0847 by 8:30 a.m. on the third day and request the make-up work be collected for the student. Teachers will submit work to the school counseling office only when the request is initiated by Ms. Beck. Work may be picked up by the parent after 3:30 p.m. on that same day.

**Family trips/vacations:** A planned family trip is the responsibility of the parent/student to inform the front office, request principal's approval, inform teachers and arrange for the child to collect work before leaving on the trip. The School Counseling Department does not coordinate the collection of make-up work when the family has a planned a trip and knows ahead of time that the child will be absent; the responsibility falls on the parent/student to work with the teachers directly.

We kindly ask that parents not circumvent the make-up work policy and e-mail teachers directly if your child is sick; it is important that we honor the school-wide policy in place to help foster students' independence and accountability.