

6. When a student/athlete misses one to four consecutive days unexcused from his/her sport (reasons other than illness or bereavement), his/her return to the line-up will be left to the coach's discretion. If a student/athlete misses five or more consecutive days unexcused from his/her sport (reasons other than illness or bereavement), he/she will not return to live competition scrimmages, exhibitions, games, matches, meets, etc. for at least five days. NOTE: That school sponsored trips are included in this make-up time. This gives the student/athlete proper time to recondition and then safely resume competition at "game speed".

Notification to the school by the parent or guardian to verify the student's absence is necessary on the day of absence. If a parent or guardian does not notify the school on the day of absence, then students must furnish a written verification (signed by the parent) within 24 hours of returning to school. Parent written or verbal verification must be received by the attendance office by 8:00 a.m. If verification is not returned within the 24-hour period, the student will automatically receive one-hour detention to be served on the date of issuance.

TARDINESS

Any student late for school must report to the attendance office to get a tardy slip before he/she will be allowed in class. **Arrival to homeroom after 7:44 a.m. is regarded as tardiness.** Each student will be allowed seven tardies each trimester of the year. Saturday detention of four hours will be given for each following tardy. Students are responsible for monitoring their number of tardies.

A student who is tardy to or dismissed from class will be considered absent if he/she is in attendance for less than half of the class period.

DISMISSALS

Students may not leave the campus unless dismissed by the attendance office prior to the student's leaving. Any reason other than sickness requires a written explanation in advance from the parent of the pupil requesting early dismissal.

MAKE-UP WORK

On the day of return from an absence, students are to see their instructors to review missed work or make-up required. Students are generally entitled to one day of make-up for one day of absence. Pupils who have been absent more than two consecutive days are expected to make up all work missed within five days of their return to school. Seeking teachers for make-up work following the timeline as prescribed is the responsibility of the student, and negligence will result in a zero for all work not made up. In cases of extended absence due to illness, special make-up arrangements are to be made. It is also recommended that students who are going to be absent while recuperating from an illness or operation make arrangements for a tutor to come into their home. (Check with your Guidance Counselor.)

Quizzes, tests and/or special projects are to be made up on the student's return to school unless otherwise arranged and approved by the classroom instructor. Teachers may require students on the day of their return to school to make up exams and quizzes, or submit special assignments or projects that were announced previous to the student's absence.