

APPROVAL

Initial approval of the enrichment program/activity must come through the Superintendent's office. The Superintendent's office shall then notify the school principal(s) of such approval.

Any student requesting consideration must have a good attendance record and meet scholastic eligibility requirements for participation in extracurricular activities.

PROCEDURE

Final arrangements for a student to be out of school for a short-term [five (5) school days or fewer] or an extended period [six (6) school days or more] must be made by the student and his/her parent/guardian with the individual school principal or his/her designee. These arrangements must be made at least one (1) school day in advance for a short-term absence and at least three (3) school days in advance for an extended absence; they should be made as well in advance as possible.

SHORT-TERM
ABSENCE

Each of the student's teachers shall provide lessons/assignments for the student. If the absence is short-term, the make-up work will be handled in the same manner as with any other excused absence.

EXTENDED
ABSENCE

If the absence is to be for an extended period, each of the student's teachers shall prepare weekly lessons/assignments. The first of these shall be given to the student prior to his/her release. All successive assignments shall be available for the student or his/her parent/guardian to pick up from the school on the last school day of the week preceding the one for which the assignment was made. The teacher may require specific work to be turned in (mailed in or brought in) at the end of each week of the absence. Picking up and returning assignments to the school shall be the responsibility of the student and his/her parent/guardian. [Required assignments not turned in as required shall be recorded as a zero (0).] All assignments not required at earlier dates shall become due on the day the student returns to school after the extended absence. At the time of the student's return, the student and the teacher shall establish a specific plan for the student to make up any test(s).

It is recommended that prior to his/her departure, each student and/or his/her parent/guardian talk with each teacher to review goals and established procedures for proper completion of the assignments given to the student. At all times during any such absence(s), the parent/guardian shall be encouraged to keep in

touch with school so as to monitor properly the progress of the student.

1. During an extended absence, the student shall spend a minimum weekly average of fifteen (15) hours in direct school work. Whenever the program/activity schedule so permits, the student shall be encouraged to return to his/her campus, check in with the appropriate administrator, and attend regular classes.
2. For an extended absence, the services of a tutor should be used to assist the student in successful completion of the work assigned and to give direct teaching assistance in order to assure the understanding of the skills and concepts covered.
3. Evaluation of the student's educational progress shall be based on the performance of the student on all work submitted when due, the results of tests covering assigned material, the teacher's observation of the student's application of skills and concepts covered, and the verbal and/or written expression of the student regarding accomplishment and understanding of work assigned.