

# Policy for Missing Assignments

- \*\*\* In the event of an absence, all assignments (tests and quizzes included) **MUST** be made up within **3 DAYS** of the student's return to school.
- \*\*\* Missed tests and quizzes must be made up before school, after school, or during break unless otherwise indicated by the teacher.
- \*\*\* In the event of an extended absence (i.e. more than 3 days), students should check with the teacher for an extension. Unless **WRITTEN PERMISSION** is obtained from the teacher on the day of the student's return to school, work must be turned in within 3 days of the student's return.
- \*\*\* Work not completed for reasons other than an absence **CANNOT** be made up unless the student obtains permission from the teacher. Permission will be granted only in extreme situations.
- \*\*\* Late assignments will **NOT** be accepted!!! Unless an absence is involved, a paper is considered late if it is not handed in when the rest of the class turns in their papers. (i.e. Students will not be allowed to go to their locker to get an assignment, to complete a paper and turn it in after class, to finish a paper in class, etc.)
- \*\*\* Assignments missed due to participation in **ANY** school activity are required to be made up; all missing assignment policies apply in this situation.
- \*\*\* In the event of an absence, students may check the missing assignment notebook in order to obtain a list of assignments. If the notebook does not contain an assignment for the day(s) of the student's absence, he or she should notify the teacher. Assignments will also be posted on the internet (<http://classroom.jc-schools.net/franklinte>)

Revised 8/07

I understand the above policy, as well as the fact that it is **THE STUDENT'S RESPONSIBILITY** to find out what is missed due to an absence. I am aware that the student needs to check with a friend, the teacher, the missing assignment notebook, or Miss Franklin's website (<http://classroom.jc-schools.net/franklinte>) to obtain assignments and notes.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_