

LHS Missed Work Make Up Policy

from Parent & Student Handbook 2008-2009, Lowell High School, MA

From pg. 4-1, Steps to Ensure Earning Course Credit:

“It is the student’s responsibility to arrange to make up work due to absences within five (5) days after the absence.”

From pg. 4-1, Definition of Absence:

“A student who is absent without documentation will be considered truant, subject to disciplinary action, and will not be allowed to make up any missed class work.”

From pg. 4-2, Important Notice:

“Parent notes will only ensure a student can make up missed classroom work because it documents that the student was not truant, however absences covered by parent notes are not considered excused absences.”

From pg. 4-3, Procedures for Parents and Students Regarding Attendance:

- **All student absences must be documented in writing. The document must be turned in to the advisory teacher within 5 days of the student’s return.**
- Notes regarding an absence will ensure a student is not designated truant, and can therefore make up class work.

Documentation regarding absences must include the following:

- Student’s name and ID number
- Exact date (day/date/year) of the absences(s)
- The reason for the absence
- Parent/guardian legibly printed name
- Parent/guardian signature
- Parent/guardian phone number

From pg. 4-4, Tardy Procedures:

“Students arriving after 8:15 must report to their house office and **present a note from a parent or other documented source to the housemaster explaining the reason for the tardiness. The parent note does not excuse the tardy.”**

From pg. 4-4, Truancy:

“Truant students may not make up missed work ...”

From pg. 4-4 & 4-5, Cutting Classes:

“Student’s work missed due to cutting [truant from class] will not be excused and will result in loss of grade and credit.”