

NOTICE IS HEREBY GIVEN, that the Annual Meeting of the Governing Board of Vision Charter School will be held on the 9th day of July, 2013, at 5:00pm., at Vision Charter School, 19291 Ward Rd., Caldwell, Idaho 83605 in building C2. The Annual Meeting of the Board of Directors is called pursuant to Sections 33-510, 67-2340, et seq. Idaho Code. Candidates running unopposed will be declared elected at this meeting.

# Agenda - Vision Charter School

Tuesday, July 9, 2013 5:00 p.m.  
Vision Charter School Room C2  
19291 Ward Road Caldwell, Idaho 83605

1. Call to Order – Dr. Hannah
2. Adoption of Agenda / Approval of the minutes – Dr. Hannah
  - a. Monthly financial report – Mrs. Samuelson & Mr. Snow
  - b. Total in bank accounts/ reconciliation reports
  - c. Review balance sheets sent to board electronically
  - d. Recommendation to approve Payables

3. Elections of board members running uncontested - Dr. Hannah
  - a. Review Idaho Code Section 33-502B

33-502B. Board of trustees -- One nomination -- No election. In any election for trustees, if, after the expiration of the date for filing written nominations for the office of trustee, it appears that only one (1) qualified candidate has been nominated for a position to be filled or if only one (1) candidate has filed a write-in declaration of intent as provided by section [34-1407](#), Idaho Code, no election shall be held for that position, and the board of trustees or the school district clerk with the written permission of the board, shall declare such candidate elected as a trustee, and the school district clerk shall immediately prepare and deliver to the person a certificate of election signed by him and bearing the seal of the district. The procedure set forth in this section shall not apply to any other school district election.

- b. Declaration by the Board of Trustees of qualified uncontested candidates being elected to the board pursuant to Idaho Code Section 33-502B.

4. Election of officers to serve for one year term – Dr. Hannah

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. At-Large

1. “The Officers of the Corporation shall be Chairman of the Board, Vice Chairman, Secretary, and Treasurer. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the Chairman of the Board” – VCS Bylaws

5. Annual Review of Board Responsibilities – Dr. Hannah

- a. Review Board Code of Ethics
- b. Board Self Evaluation
- c. Board Handbook review
- d. Review and Develop Committee Assignments and Chairmen of each committee.
- e. Schedule Board Book Training Dates

6. Administration- Mrs. Oldenkamp

- a. Supplemental Contract

1. Guidance counselor
  - b. 5 STAR RATING
  - c. REAP Grant
  - d. Liberal Arts AA through CWI Update
  - e. Programming Update
7. Site Committee Update- Mr. Snow/Mrs. Oldenkamp
  - a. ~~Update~~—Amended 7/9/13 to read “Walkthrough” and “Dedication”
8. Marketing/Public Relations Committee Update – Ms. Walker White
  - a. Update
9. Policy Committee – Mrs. Wood
  - a. Dress Code Minor Amendments
  - b. Attendance Policy Minor Revisions (7<sup>th</sup> -12<sup>th</sup>)
  - c. Late Work/ Homework Policy Revisions for 6<sup>th</sup> grade
10. Adjourn

Minutes - Vision Charter School  
Tuesday, July 9, 2013 5:00 p.m.  
Vision Charter School Room C2  
19291 Ward Road Caldwell, Idaho 83605

Board Members Present: Tracie Wood, David Snow, Lee Hannah, Wendy Oldenkamp, Niki Anderson (elected at 6:51)

Board Members Not Present: Andy Marshall, Patricia Walker White, Elise Johnson (elected at 6:51)

Guests: Erin Lair @7:30

1. Call to Order @ 5:11 pm – Dr. Hannah
2. Adoption of Agenda /Approval of the minutes – Dr. Hannah

Tracie moves to adopt agenda with the following additions to 7a: “Walkthrough” and “Dedication” David seconds. All in favor.

Tracie moves to approve minutes from 6/613 as written. David seconds. All in favor.

- a. Monthly financial report – Mrs. Samuelson & Mr. Snow
- b. Total in bank accounts/ reconciliation reports

**JUNE BANK BALANCES:**

Bank Balance General Fund: \$818,113.09 (reconciled to \$731,759.23)

Interest: \$86.61

Bank Balance Wa Trust Money Market: \$236,623.99

Interest: \$29.16

David moves to accept bank balances as presented. Tracie seconds. All in favor.

- c. Review balance sheets sent to board electronically
- d. Recommendation to approve Payables

David moves to approve payables and web reports as presented. Tracie seconds. All in favor.

3. Elections of board members running uncontested - Dr. Hannah

- a. Review Idaho Code Section 33-502B

33-502B. Board of trustees -- One nomination -- No election. In any election for trustees, if, after the expiration of the date for filing written nominations for the office of trustee, it appears that only one (1) qualified candidate has been nominated for a position to be filled or if only one (1) candidate has filed a write-in declaration of intent as provided by section 34-1407, Idaho Code, no election shall be held for that position, and the board of trustees or the school district clerk with the written permission of the board, shall declare such candidate elected as a trustee, and the school district clerk shall immediately prepare and deliver to the person a certificate of election signed by him and bearing the seal of the district. The procedure set forth in this section shall not apply to any other school district election.

- b. The board reviews Idaho Code Section 33-502B and after a full and complete discussion, David moves for a declaration by the Board of Trustees for all qualified uncontested candidates (David Snow, Tracie Wood, Lee Hannah) to be declared elected to the board pursuant to Idaho Code Section 33-502B. Lee seconds. All in favor.

David Snow 7/9/13 – 7/2015  
Elizabeth Hannah 7/9/13 – 7/2015  
Tracie Wood 7/9/13 – 7/2015

The board discusses increasing the board from five members to seven members. After a full and complete discussion, Tracie moves to increase the board size from five to seven and to appoint Nike Anderson and Elise Johnson effective @6:51 pm on 7/9/13 with term to expire 7/2014. All in favor. Motion carries.

Niki Anderson 7/9/13-7/2014  
Elise Johnson 7/9/13 – 7/2014

4. Election of officers to serve for one year term – Dr. Hannah

David Nominates:

President: Lee Hannah

Secretary : Niki Anderson

At-Large : Elise Johnson, Andy Marshall, Patricia Walker White

Lee Nominates:

Vice President: Tracie Wood

Treasurer: David Snow

David moves to approve the nominations. Niki Seconds. All in favor.

5. Annual Review of Board Responsibilities – Dr. Hannah

The board reviews Board Code of Ethics- Appendix A

Lee discusses the Board Self Evaluation – See Board Manual #4

Lee conducts a Board Handbook review-

1. Charter
2. Policies
3. Code of Ethics
4. Self Evaluation
5. Strategic Plan Tab
6. Minutes Tab
7. Applicable Laws Tab

The board discusses the development of Committee Assignments

## Schedule Board Book Training Dates

Lee- Basics in August

David-Priorities September

--The dates for the rest will be assigned later:

Tracie: Board / CEO Relationship

Patricia: Keeping The Board out of Trouble

Andy: Boards in Action

Wendy: Boards and Service

Niki: Leading for the Future

Elise: Accountability

### 6. Administration- Mrs. OldenKamp

- a. Supplemental Contract – Table for next month
- b. Preliminary 5 STAR RATING – We are a five star school!
- c. REAP Grant
  1. Minimum of 42k to be spent on Title 1 or Title 2 needs- funds will be spent on Educational Assistants to support struggling students to reach their full potential.
- d. Liberal Arts AA through CWI Update- Appendix C
  1. We are positioned to be offering this to our students.
- e. Programming Update
  1. Two High School Dual Credit courses this year taught through IEN. No cost to VCS. Students must pay for dual credit through CSI. \$65 a credit.
    - a. Fundamentals of Programming
    - b. HTML
    - c. Mobile App Dev. or Web App Dev. next year
    - d. Java/Android Programming next year
    - e. Next steps, IT Help Desk, Networking/Cisco certification, AP computer Science

### 7. Site Committee Update- Mr. Snow/Mrs. OldenKamp

- a. The Interest Rate has not yet been locked in.
- b. The building will finish on schedule
- c. The building will finish on budget.
- d. Tracie moves to dedicate the utilities to the public. David seconds. All in favor.  
David will sign the dedication.

### 8. Marketing/Public Relations Committee Update –

Board members will be present at back to school night.

9. Policy Committee – Mrs. Wood
  - a. Dress Code Minor Amendments—Appendix D
  - b. Attendance Policy Minor Revisions (7<sup>th</sup> -12<sup>th</sup>) – Appendix E
  - c. Late Work/ Homework Policy Revisions for 6<sup>th</sup> grade – Appendix F

David moves to approve the dress code / attendance / late work policies with proposed changes. Niki seconds. All in favor.

10. Adjourn

**Appendix A:**

APPENDIX A:

*As a member of my local board of trustees, I will strive to improve student achievement in public education, and to that end I will:*

Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;

Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings, recognizing that authority to administer policy rests with the superintendent;

Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas which differ from mine;

Recognize that the superintendent is the board's advisor and should be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;



Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a district concern ever rise to the attention of the board as a hearings panel;

Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about district decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of district operations to the superintendent, not to district staff or to a board meeting;

Refuse to use my board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken; and

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX B:**

**District : (463) VISION CHARTER SCHOOL**

**School : (0888) VISION CHARTER SCHOOL**

**School Year: 2012-2013**

**Achievement**

<b>Content Area</b>	<b>% Advanced / Proficient</b>	<b>Points Earned</b>	<b>Points Eligible</b>
Reading	95.7 %	5	5
Math	91.8 %	4	5

Language Usage	86.7 %	4	5
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*\*\* Calculated using Multi-year average*

**Percentage of Points: 13 / 15 = 86.7%**

**Points for Area: 17 / 20**

### Preliminary Star Rating

#### Overall Rating

5 Stars  
84 out of 100 Points

#### Growth to Achievement

Content Area	MSGP	MAGP	Made Adequate Growth	Points Earned	Points Eligible
Reading	55.0	9.0	Yes	4	5
Math	55.0	24.0	Yes	4	5
Language Usage	54.0	22.0	Yes	4	5

*\*\* Calculated using Multi-year average*

**Growth to Achievement**

Content Area	MSGP	MAGP	Made Adequate Growth	Points Earned	Points Eligible
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**Percentage of Points: 12 / 15 = 80.0%**

**Points for Area: 24 / 30**

**Growth to Achievement - At Risk Subgroup**

Content Area	MSGP	MAGP	Made Adequate Growth	Points Earned	Points Eligible
Reading	57.0	14.0	Yes	4	5
Math	59.0	34.0	Yes	4	5
Language Usage	53.0	29.0	Yes	4	5

*\*\* Calculated using Multi-year average*

**Percentage of Points: 12 / 15 = 80.0%**

**Points for Area: 16 / 20**

**Post Secondary**

Content Area	Points Earned	Points Eligible
Advanced Opportunities	5	5

**Post Secondary**

<b>Content Area</b>	<b>Points Earned</b>	<b>Points Eligible</b>
College Entrance / Placement	4 **	5

*\*\* Calculated using Multi-year average*

**Percentage of Points: 9 / 10 = 90.0%**

**Points for Area: 27 / 30**

**Participation**

**Was Participation Met? Yes**

**APPENDIX C:**

**Liberal Arts AA through CWI**

**Communication:**

**\*Communication 101 3 credits**

**English:**

**English 101 3 credits**

**\*English 102 3 credits**

**Science:**

**Biology 100 4 credit**

**Chemistry 101 4 credit**

**\*COMPUTER SCIENCE - CISA 101: Test out or 3 credits**

**PHYE 155 3 credits**

**Humanities:**

**Spanish 101 4 credit**

**Spanish 102 4 credit**

**Math:**

**Math 147 (5 credits) Pre-Calc**

**Social Sciences:**

**History 101 3 credits**

**Poly Science 101 3 credits**

**History 111 3 credits**

**History 112 3 credits**

**+**

**20 elective credits**

**le. Biol 120 3 credits**

**STUS 101 3 credits**

**ECON 201 3 credits**

**CISW 125 3 credits**

**CISW 125 3 credits**

**PE, Art, Marine Science, Musical Theatre, Socy 101, Physics, Environmental Science, Algebra 2, Calc, programming courses**

**APPENDIX D:**

## **STUDENT DRESS CODE:**

### **SOME POSITIVE REASONS FOR HAVING THIS DRESS CODE ARE:**

- Increased school safety and security
- An improved climate for learning
- Upholding of modesty standards
- Improved student behavior
- Eliminates "label competition"
- Economical
- Encourages a high level of program participation

### **DRESS CODE CLOTHING MUST BE OF APPROPRIATE SIZE (NO EXCESSIVE TIGHTNESS OR BAGGING) AND MEET THE FOLLOWING GUIDELINES:**

#### **SHIRT:**

- **Traditional** polo style collared shirt in a solid color (solid color means no secondary color is present on the shirt i.e. no trim or stripes); no see-through white shirts
- No sleeveless shirts; appropriate sleeve length includes short (mid bicep),  $\frac{3}{4}$  or longer sleeves (including PE shirts)
- Shirt must cover midriff (even when arms are raised)
- Quarter size (\$.25) or smaller insignia/label on front of shirt acceptable
- Polo shirt will be required to have all buttons fastened at all times except for the top two buttons
- Solid colored turtlenecks, tanks, and long or short sleeved tees may be worn under solid colored polo shirt for warmth; no writing or secondary color may show on any of these items
- Solid colored sweaters, cardigans, and sweatshirts (no writing, logos or secondary color) may be worn over solid colored polo shirt in the classroom.
- K-6<sup>th</sup> grade students may wear solid colored sweatshirts outside the classroom with writing, logos, or secondary colors as long as the sweatshirt is worn over a solid colored polo shirt. Writing, logos, or colors may not be offensive as determined by the administrator.
- Secondary students may wear sweatshirts with writing, logos, or secondary colors in the classroom as long as they are not distracting, disruptive, or offensive in any manner as determined by the administrator.

• 11th and 12th grade students may wear, as an example of professional dress, **traditional solid color** button up dress shirts as long as they are not distracting, disruptive, or offensive in any manner as determined by the administrator.

#### **SLACKS:**

- Solid color -no "blue jeans", no stretch pants, ~~stirrup pants~~ athletic pants, or sweat pants
- **Solid color means no secondary color is present, no contrast stitching, and no fading.**
- Must be worn at the waistline
- Capri pants are allowed

#### **SHORTS/SKORTS/SKIRTS/JUMPERS**

- Solid color; no "blue jeans", no sweats or athletic shorts
- **Solid color means no secondary color is present, no contrast stitching, and no fading.**
- Shorts, skorts, and skirts must be worn at the waistline
- Length: skirts, jumpers, shorts, and skorts must **at least be reach to the top of knee or longer** (including PE shorts)

#### **SOCKS/SHOES:**

- No roller shoes allowed; shoe heels should not exceed two inches for safety reasons; sandals are acceptable, weather permitting; no backless sandals/shoes allowed-includes clogs, flip flops, etc.; shoes must be conducive to all school activities
- Tennis shoes must be worn on P.E. days

#### **DRESS CODE GUIDELINES:**

1. Students should have a neat, clean and well groomed appearance.
2. Clothing should not be ripped, faded, torn, shredded, or have obvious holes.
3. All tattoos must be covered.
4. Hair should be well groomed and appropriate for a learning/business setting. Hair should be natural in color. Hair should never be a distraction to the learning environment.

5. Jewelry is to be in moderation and not a safety concern or distraction to the learning environment.

6. Clothing must not be overly tight or bagging, or revealing in any way.

7. Underwear or undergarments are not to be visible on either upper or lower parts of the body.

8. **No hats, hoods, scarves, or non-religious head covering of any kind are allowed to be worn while inside the school buildings.** However, hats, visors, or other acceptable head coverings will be allowed outside to protect from cold and the sun.

9. No trench coats allowed.

10. Clothing or any item brought to school, such as outer wear, back packs, lunch boxes, notebooks, jewelry, and hair pieces, may not have any insignias, patterns, graphics, writing or messages that are obscene or relating to drugs, alcohol, tobacco, any illegal activity, or any sexual innuendos.

11. Gang attire of any kind is strictly prohibited. This includes, but is not limited to, garments that are suggestive of colors, bandanas, or belts that have gang symbols or innuendos on them.

12. Any attire, grooming practice, makeup, or possession that disrupts the educational atmosphere will not be allowed.

13. Special days that would not adhere to certain portions of this dress code may be allowed with the permission of the school administrator and announced in advance.

14. The school administrator holds the right to determine if any apparel, jewelry, grooming practice, or other item is not appropriate for Vision Charter School based on a distraction to the learning environment or a safety concern.

**\*\*All students will resolve the dress code violation prior to returning to class. Dress code violations will result in the following: 1<sup>st</sup> offense: Warning, 2<sup>nd</sup> offense: Detention/Community Service, 3<sup>rd</sup> offense: Defiance Referral \*See Discipline Policy for continued offenses of defiance**

APPENDIX E:

### **Attendance/Absence/Tardies**

*\*Items in Italics apply only to students in grades 7-12*

Students need to be in school to be successful. Students with high absence rates tend to perform at lower levels.

Attendance at school must be regular and punctual. Make-up work granted a student after an absence is a poor replacement for the actual class experience. A student's absence requires additional work for everyone,



including the student, instructor, and school administration, which costs the school money. Students should plan on attending school every day that classes are scheduled.

A student may not miss more than six (6) days a semester. Absences from a specific class may be considered as a day of absence. All students should be in physical attendance 94% of instructional time. Students should be in the classes in which they are enrolled unless they have been excused to conduct school business. *All absences exceeding six (6) days in a semester will result in a 2% loss of credit for the applicable class(es) missed.*

*Students are expected to be on time to all of their classes. On time means the student is in their seat and ready to learn when the bell rings. Students arriving after this time will be considered tardy. Three (3) tardies in any given class will be considered an absence when considered for loss of points in a class(es) and counted toward the absence policy defined above.*

Students not meeting the attendance requirement may not receive credit even though their grades are passing. However, those students who believe that all or part of their absences are the result of extraordinary circumstances may request a review of their cases.

Examples of extraordinary circumstances include the following:

1. Extended illness of such severity that the student cannot attend school regularly; verification of the extended illness must be obtained from a licensed health official.
2. Involvement in an accident or other illness which may preclude regular attendance until full recuperation; verification of the need to be away from the school setting until recuperated must be obtained from a licensed health official.
3. Pregnancy-associated difficulties that would endanger the emotional and physical well-being of the affected individual as verified by a licensed health official.
4. Educational and travel programs initiated by the parents and/or students that are neither sanctioned nor sponsored by the school.
5. Absences that are beyond the control of the student, parent, or school.

A Review Committee, appointed by the Principal, will examine the student's records and may approve a waiver of the loss of credit. The records of the student, which may be considered, will include the following:

1. Attendance for the current year and previous year and semester, specifically including the number of absences which occurred, and the amount and type of extended illness.
2. Grades for the current and previous year and semester, specifically including the subject or grade under consideration.
3. Make-up work missed, including whether the work was made up prior to the absence or after the absence.
4. Make-up time missed in supervised attendance during the school year or during the period immediately following the completion of the school year.

If the Review Committee does not approve the waiver of the loss of credit, the student may request a determination by the Appeals Board, consisting of the Principal and Board of Directors. A final determination will be made from materials presented to this Appeals Board.

Appeals Process: Appeal forms will be given to each student with excessive absences near the end of each semester. A letter requesting a waiver of attendance policy should be submitted to the Administrator at the end of each semester. Any physician's statement or appropriate verification of absence should accompany this letter. The Review Committee will convene to review all requests for waiver of attendance policy. Recommendations not to grant credit may be appealed by the parents to the Appeals Board. A personal appearance may be requested by the parent to attend the Review Board and/or Appeals Board hearings.

Excused absence: Any absence that is approved by the parent or school. The student has the opportunity to make up work in classes missed. Truancy: Absence from classes without the approval of the parent or school authorities.

#### Truancy Process

First truancy: A conference will be held between the school Principal and the student. The parents will be notified. The student will be required to make up all work missed.

Second Truancy: A conference will be held with the student, parent, and school Principal. The student will be required to make up all work missed.

Third truancy: A conference will be held with the student, parent, and school Principal. The student may be referred to the Appeals Board for consideration and action.

**If your child is going to be absent from school please call the school before 8:15 a.m. or leave a message on the school answering machine. If we don't hear from you, we are obligated to verify the absence. An adult student must also call in to verify their absence or it will be recorded as unexcused.**

Students will have two days for an excused absence to make up work. It is the student's responsibility to request make-up work. When a student has had an excused absence for three consecutive days, the parent may request make-up work be sent to the office for pick up. Requested work will be available the next school day by 3:30 p.m.

#### APPENDIX F: HOMEWORK and LATE WORK

##### **K-6<sup>th</sup> 5<sup>th</sup> Late Work:**

Unexcused late work will be assigned as homework or assigned for completion during recess or in place of attending an enrichment club. Unexcused late work will not be accepted for full credit, and will lose 25% credit per each day late.

Students who score less than a "C" on a test will be able to retake a test one time, within three days of the original test. The student will be given the new score; however, the final score assigned to the student for the makeup test will not exceed 85%.

**6<sup>th</sup>-7<sup>th</sup>-12<sup>th</sup> Grade Late Work:**

Unexcused late work will NOT be accepted. Unexcused late work will be an automatic zero.

Students who score less than a 75% on a test may be offered an alternative form of mastery of the teacher's choosing; however, this will not replace their test grade, however. Quarterly, Semester, and End of Course exams will be required for evidence of mastery and no additional options for showing mastery will be provided.

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**K-6<sup>th</sup> 5<sup>th</sup> Homework Policy:**

Reading homework will consist of a minimum of twenty minutes of reading per night for all students. Students will be held accountable for reading logs to verify home reading time. Math homework is part of our charter and will be assigned daily, or weekly, based on the teacher's professional judgment. Homework will be of the highest learning value and an extension of the classroom. Students who do not complete work at school will be required to complete assignments at home, during a portion of their recess, or in place of attending an enrichment club. New homework will not be assigned over weekends, holidays, or breaks.

Homework may be assigned for any of the following reasons:

1. As make up work due to excused absences.
2. Finishing work not completed at school for which time has been given to do so in class.
3. To help students master specific skills which have been presented in class.
4. To help students prepare for the next step in a unit or study for a quiz or test.
5. To complete research projects or other occasional projects.
6. To gather personal information.

Homework for young students should help them develop good study habits and responsibility. It also reinforces learning of simple skills introduced in class.

Homework in intermediate grades and up fosters improved school academic achievement and increased test scores.

**Basic guidelines for homework:**

K -3 20 -40 minutes four nights a week

4-6 5 30-60 minutes four nights a week

### **6<sup>th</sup>-7<sup>th</sup>-12<sup>th</sup> Homework Policy:**

Reading homework will consist of a minimum of twenty minutes of reading per night for all students. Students will be held accountable for reading logs to verify home reading time. Homework for other courses will be assigned daily, or weekly, based on the teacher's professional judgment. Homework will be of the highest learning value and an extension of the classroom. Time expectations for middle and high school students will be based on the preparation of students for higher learning. In college, learners are expected to spend two hours out of class for every one hour in class. We understand that some students will take more or less time but this will be the maximum.

### **Make-Up Work:**

Students will have two calendar days for an excused absence to make up work. (For example, if a student is absent Thursday, they will request their make-up work on Friday and the work will be due Tuesday. It is the student's responsibility to request make-up work. For a pre-arranged absence, make-up work will be requested from the teacher before the absence. When a student has had an excused absence for three consecutive days, the parent may request make-up work be sent to the office for pick up. Requested work will be available the next school day by 3:30 pm.

APPROVED 5/12/19