Absences Flow Chart

Student misses 4 or more days, class periods, or shop periods in a marking term

Excused Absences

An absence that is documented by providing support in one of the following manners is considered excused:

- Doctor or physician's note
- Bereavement
- Religious observance
- Professional appointments that could not be scheduled outside the regular school day (i.e. court appointments)
- Field trips or other school-sanctioned event/activity - College visits approved ahead of time by guidance

Student has **2 days** upon return **to make up missed work** (extended time at teachers discretion.). **Responsibility** of the **student** to make arrangements to get this work. Student must also complete Vocational Recovery modules for missed shop hours.

Work Completed

Student gets work and completes within 2 days of return from absence either on own time or utilizing an afterschool Wednesday session. Also completes all vocational recovery hours. **Student is given full credit for work completed.**

Work Not Completed

Student receives a zero for any work not completed within the 2 days. Unless prior arrangements are made with the teacher to extend the time due to extenuating circumstances.

Unexcused Absences

Examples of unexcused absences: family vacations, lack of transportation, work, and illness (unless proper and conclusive documentation is produced).

Student has **2 days** upon return **to make up missed work** (extended time at teachers discretion.). **Responsibility** of the **student** to make arrangements to get this work. Student must also complete Vocational Recovery modules for missed shop hours..
Vocational Recovery must be done during an assigned Saturday School session.

Attended Saturday and Completed all work

Student attends assigned Saturday and completes all missed work within 2 days and assigned Vocational Modules for Shop Hour Recovery. **Student is given credit for all work completed.**

Did not attend assigned Saturday to complete work

Student does not attend assigned Saturday to complete all missed work and/or Vocational Modules for Shop Hour Recovery. **Student will be issued a suspension per handbook policy in lieu of the Saturday. Additionally Students will not be allowed to participate in extracurricular activities, field trips, and will not be promoted/graduate until all owed vocational modules are completed.**