

## **Absences**

When a student is absent from school the parent must email the homeroom teacher and “cc” the SGS Absent Email Address ([sgsabsent@sgschoolbr.org](mailto:sgsabsent@sgschoolbr.org)) giving a reason for the absence. For middle school students, parents should contact all classroom teachers.

This contact should take place before 8:30am.

Absences due to illness and emergencies will be considered excused once a parent has notified [sgsabsent@sgschoolbr.org](mailto:sgsabsent@sgschoolbr.org). Notifications received more than 3 days after an absence will not be accepted.

Absences, Tardies or Early Releases due to medical appointments will be excused if accompanied by a medical excuse. Excuses received more than 3 days after an absence will not be accepted.

Absences due to vacation and non-school related activities will not be excused.

Students away from school for more than three (3) hours will have their attendance recorded as ½ day absence.

Students who are absent, for all or part of a school day, due to illness may not participate in extra-curricular activities occurring on that day without the approval of the administration.

## **Early Release**

Parents checking out students early must report to the school office and sign the early release book. **Students may not be checked out after 2:15 pm.**

## **Dismissal Changes During the Day**

Parents wishing to change their child (ren)'s dismissal plans must contact the school office by 2:15pm.

## **Tardies**

Students who arrive at school after the start of the school day (**7:45 am**) are considered tardy. Parents must accompany their child to the school office to obtain a tardy slip before going to class. The parents of students accruing 4 or more tardies in a 9-week period will be notified. Eight or more tardies in a 9-week period will result in a meeting with administration.

## **Missed Assignments**

**Excused:** Students who miss one or two days of school are expected to complete any missed assignments (academic practice, tests, quizzes, class work) in the number of days equal to the number of days absent. For example, if a student is absent on Tuesday and returns to school on Wednesday, the student should gather missed work on Wednesday and turn in completed work by Thursday afternoon.

Students who miss 3 or more days are expected to complete any missed assignments within 5 school days following the day they return.

Parents may request assignments and textbooks from the teacher. If so, these items can be picked up in the school office between 3:00 and 3:30. It is assumed that assignments will be completed and returned with the student upon their return to school. If a student does not complete the missed assignments in accordance with the plan, 10% will be deducted on each assignment for each day thereafter.

**Unexcused:** In all events, it is the responsibility of the student and/or parent to plan with the teacher and/or other students to complete all missed assignments. This plan should be determined before the actual absence. Teachers are not obligated to have materials prepared ahead of time for vacations and other unexcused absences. Students who miss one or two days of school are expected to complete any missed assignments in the number of days equal to the number of days absent, but not exceeding three school days. If a student does not complete the missed assignments in accordance with the plan, 10% will be deducted on each assignment for each day thereafter.