

**MEADS MILL MIDDLE SCHOOL**  
**HOMEWORK GUIDELINES FOR ABSENT STUDENTS**  
**- Students are responsible for missed assignments.-**

**I. Guidelines for pre-arranged (non-health related) absences:**

- a. Teachers must be given a minimum of three days notice to prepare assignments. If they determine, however, that making assignments ahead of schedule is not educationally feasible, students will be able to complete missed assignments when they return to school.
- b. It is the student's responsibility to collect assignments from his/her teachers prior to leaving.
- c. The student is responsible for contacting the teacher on the day of his/her return to make arrangements for making up any tests or assignments during the absence. Parents and students will be made aware of Team guidelines during Open House in the fall.
- d. Any additional work assigned to the class during the student's absence will be handled on the same basis as an assignment made while a student is absent due to illness.
- e. It is strongly recommended that all assignments given a student be in writing and that a dated duplicate be kept by the teachers.

**II. Guidelines for health related absences:**

- a. If a student is absent for part of a day and returns to school on the same day, he/she is responsible for turning in all homework due that day--even in the classes from which he/she was absent. Consideration needs to be given to those teachers on the A/B schedule as they meet with students every other day.
- b. In the case of a student's absence exceeding two (2) days, it is the responsibility of his/her parent to request assignments by calling the school office. Parents should allow 24 hours notice for **Daily Class** teaching. There is a **48-hour advance notice for teachers on A/B schedule** requirement to allow teachers to get the assignments ready. It is recommended that students call a friend for assignments when absent one or two days.
- c. Make-up work is to be completed within a number of days equal to the number of days absent from that class because of illness. Example: Four class days absent = four class days to make up the work.
- d. If a student is absent only on the day of a previously announced test, he/she will take the test immediately upon return to that class.

- e. If a student is absent only on a review day before a scheduled test, he/she will take the test as scheduled since all work had been covered prior to the absence.
- f. If a student starts a prolonged absence on the day of a scheduled test, he/she will take that test immediately upon return since all material had been covered prior to the absence.
- g. If a student misses a test during a prolonged absence, the scheduling of the make-up test will be at the teacher's discretion. The following will be taken into consideration:
  - 1. Number of class days absent.
  - 2. Level of difficulty of work covered during the period of absence.

### **III. Guidelines for School Business Absence**

- a. Students are responsible for assignments.
- b. Arrangements should be made in advance with the teachers/team.

It is recognized that no guidelines can apply to all situations. Unique situations should be dealt with in a manner that is reasonable and fair to all involved--parents, students and teachers.

**PLEASE NOTE: NO ADDITIONAL HOMEWORK WILL BE ASSIGNED UNTIL THE FIRST HOMEWORK REQUEST REQUIREMENTS ARE COMPLETED AND RETURNED TO THE TEACHER.**