January 27, 2022

Dear Parent or Guardian,

In an effort to keep students from getting behind in their schoolwork, we are implementing the guidelines below. The intent of reteaching students who are absent or tardy is to ensure that they receive any information they might have missed. We sincerely have your student’s best interest at heart.

**Make-up work after excused absences.**

Tucker Elementary students who have an excused absence will have 3 days per excused day to complete missed assignments for full credit.

* Teachers will review missed instruction during special classes, recess, or intervention period.
* Classwork and assignments missed during an excused absence may be completed during special classes, recess, or afterschool.
* Students who take longer to complete missed work will be penalized 10 points for each additional day.

**Make-up work after Unexcused absences**

Students who have unexcused absences will have 3 days per day absent to complete missed assignments for 80% credit.

* Teachers will review missed instruction during special classes, recess, or intervention period.
* Classwork and assignments missed during an excused absence may be completed during special classes, recess, or afterschool.
* Students who take longer to complete missed work will be penalized 10 points for each additional day.

**Make-up work Due to Tardiness.**

Students who are tardy to school often miss crucial instruction and activities. Classwork and assignments missed due to tardiness will be completed during special classes or recess on the same day the tardiness occurs.

**Providing instruction for Students due to Extended Absences, Quarantine or Independent Learning**

Students who are participating in the Independent Learning Option provided by the district will be provided work through a digital platform of USA test prep or Google classroom.

* Teachers will convey assignments to parents through a call or text.
* Teachers will check assignments daily and communicate with students.
* In the event of assignments that are not started or incomplete, teacher will communicate with parents.
* Students who do not have a device or internet will be directed to sign out one or both of these devices from Mrs. Thomas.
* In grades pre-k through 1, take home packets will be provided for the parent to complete with the child.

Please sign and return the lower half of this page to your child’s teacher. We appreciate your support as we strive to provide the best instruction for your child.

Sincerely,

Gene Cliburn

Principal

I have read the guidelines about making up classwork missed due to tardies or absences.

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Parent/Guardian Signature Date