

withdrawal, and phone number where the parent or guardian appointed by the Chancery Court can be contacted, in order to receive a withdrawal permit.

4. All withdrawal permits must be obtained from the attendance office before 8:00 a.m. on the day of withdrawal.
5. The withdrawal permit is to be used as the written excuse but must be signed by a parent, guardian appointed by the Chancery Court, doctor or dentist in order to be valid.
6. Withdrawal permits shall be issued for the last period of the day for doctors or dentist appointments or other valid reasons, provided the above procedure is followed.
7. If a note or appointment card cannot be verified, school officials reserve the right to refuse the issuance of a withdrawal permit.
8. Work must be made up if a withdrawal is for any of the reasons shown above. Work must be made up if a withdrawal to meet a doctor or dental appointment causes a student to miss classwork.

D. Any student leaving school on school related business must first obtain written permission from his/her teacher and then personally sign out at the attendance office. Upon return to school, the student must personally sign in.

E. No student shall leave school without a withdrawal permit or without signing out at the attendance office.

F. Withdrawal requests during the last period of the day shall receive strict scrutiny by the attendance office due to abuse of the withdrawal privilege.

CROSS REF.: Policies JGFB - Off-Campus Student Educational Activity

LB - Custodial / Non-Custodial Parent Rights

STUDENT MAKE-UP WORK PROCEDURE

Students who are absent will be required to make up work missed in each class. It is the student's responsibility to go to the teacher to get their work. Students must secure, complete, and turn in makeup work within 3 days of returning to school.