

# **MANDARIN IMMERSION MAGNET SCHOOL HANDBOOK FOR STUDENTS AND PARENTS**

**Abbreviated Edition #1 - August 1, 2020**

**2020 - 2021**

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It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.



## A Message from the Principal

August 4, 2020

Welcome to the 2020-2021 school year! This handbook serves as a guide to the Mandarin Immersion Magnet School. This year, I decided to begin the school year with an abbreviated edition in order to focus on the policies and procedures that are needed to begin school. As the year progresses, I will continue to keep you informed of changes to expectations, policies, and procedures. Often these can change on a daily or weekly basis depending on guidance we receive from the school district.

When the decision is made to allow students and staff to return to the campus for instruction, a detailed plan will be communicated to you for your consideration. Our number one goal is safety for everyone.

I ask that you review this handbook with the understanding that it does not address every aspect of the school's operation but, instead serves as a guide to the most critical policies and procedures.

Due to our budget constraints and a need to protect our environment, paper copies of this document will not be distributed moving forward. Instead, you will receive a PDF copy and it will also be posted on our school web site.

Welcome to our new students and parents and our returning MIMS families!

Please stay safe and well and reach out to the school if we can be of assistance.

Chung Ying, Principal  
Mandarin Immersion Magnet School

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### *Our Vision*

To immerse students in a culture-rich environment that allows them to become balanced bi-cultural and bi-literate citizens for the global economy.

### *Our Mission*

Live the values.	Master Chinese.	Excel.
重视品格	精通中文	超越自我

### *Our Values*

Respect	Perseverance	Integrity	Curiosity	Courage	Responsibility
敬爱	毅力	正直	好奇	勇气	责任

## SCHOOL HOURS

<b>Instruction Begins On-line</b>	<b>8:30 am</b>
<b>Attendance Taken</b>	<b>Daily, as assignments are submitted in the HUB</b>
<b>Teacher Hours</b>	<b>7:45 am – 3:30 pm</b>
<b>Main Office Telephone Hours</b> <b>Main office is physically CLOSED</b>	<b>7:30 am – 4:00 pm</b>

## ROLES AND RESPONSIBILITIES

*From HISD Instructional Continuity Plan – July 2020*

### Students

- Check the HUB and Microsoft Teams for information on classes, assignments, and resources
- Complete and submit assignments on time
- Create a learning space at home to do schoolwork
- Participate in online activities and assignments provided by your teachers
- Students of College Level programs (Advanced Placement, International Baccalaureate, Dual Credit, Dual Enrollment) need to follow specific program coursework, policies and requirements
- Know how to navigate, access, and navigate online resources
- Complete independent reading goals

### Parents and Guardians

- Learning at home can be a balancing act. However, establishing a routine will help students be more successful in their learning
- Provide an appropriate learning space for the students when possible
- Communicate any instructional needs to the campus such as a lack of device or internet connection as defined in the campus communication plan
- Consistently monitor campus and district communication for continuous updates via callouts and websites.
- Maintain communication with teachers as needed
- Connect with your student every day at a time that works well for your household. This might be a quick check-in a few times a day or a longer check-in the morning or evening.

Some questions that might help spark a conversation include:

- Were you able to complete all the assigned activities?
  - What did you learn/practice/read today?
  - What was easy or challenging for you?
  - Do you have any questions for your teacher?
- Monitor student time-on-task and encourage physical activity and/or exercise.

# ACADEMIC HONESTY POLICY

The Mandarin Immersion Magnet School Academic Honesty Policy is the cornerstone of academic integrity for our school. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. The high standards set by this school are crucial to our credibility with the communities we serve.

## **The Academic Honesty Policy:**

### ***WE WILL BE HONEST IN ALL OF OUR ACADEMIC ACTIVITIES***

#### **Faculty Responsibility**

Faculty and/or staff members are responsible for:

- orientating students to the Academic Honesty Policy through describing the procedures and penalties of the code,
- minimizing students' temptation to violate the policy by enacting adequate security precautions in the preparation, handling, and administering of any assigned work,
- reporting incidents of alleged violation of Academic Honesty Policy to an administrator.

#### **Student Responsibility**

Students are responsible for

- maintaining the academic integrity of MIMS by following the Academic Honesty Policy.
- reporting incidents of alleged violation of the code to the faculty member involved.

#### **Academic Honesty Policy Violations, Definitions and Examples**

A violation of the Academic Honesty Policy is any activity which compromises the academic integrity or subverts the educational process of the school, including, but not limited to, the following:

- Cheating, which is defined as any unethical method used by students to secure information for any assigned work.
- Plagiarism, which is the use of other's ideas or products as one's own.
- Providing or receiving information for unauthorized use during exams, quizzes, or any other assigned work, including homework.
- Copying work from another student on or off campus.
- Any other conduct intended to obtain academic credit fraudulently or dishonestly which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.
- "Cutting and pasting" information from the internet without documenting the resource.

#### **Penalties**

Violations of the Academic Honesty Policy begin as a Level II offense of the Code of Student Conduct.

# LEARNING SCHEDULE AND EXPECTATIONS FOR VIRTUAL LEARNING

**Elementary (PK-5) instruction** will begin daily at 8:30 am with live instruction in timed instructional blocks to include not only live instruction, but small group interaction, active engagement with activities, and a chance for students to complete daily assignments. Ancillary classes will also be held for art, music, and physical education. We have also added time for social and emotional learning. Daily, morning instructional blocks are 3 hours for PK/K and 4 hours for grades 1-5. Students will not be required to spend the entire time on-line. A set 30-minute lunch period is included. During the afternoon, teachers will reach out for additional small group “teacher-time” and open office hours for parent/student/teacher conferences.

**Middle School (6-8) instruction** will begin at 8:30 am with live instruction. Students will follow their regular daily schedule with a set 5 period, 50-minute instructional block using an A/B day format. At least one period per day is for a study hall at which time students will complete their daily assignments. Students will not be required to spend the entire time on-line but are required to participate in every class period. During the live instructional block teachers will be able to work with whole groups and small groups as needed. The period will include meaningful activities and active student involvement. A set 30-minute lunch period is included. Instructional blocks will continue after lunch. During the late afternoon, teachers will reach out, as needed, for additional small group “teacher-time” and open office hours for parent/student/teacher conferences.

## PLATFORMS FOR INSTRUCTION

As stipulated by the Houston Independent School District, teachers will utilize Microsoft Teams and the HUB to present daily live lessons that will also be recorded, monitor attendance, post and accept class assignments, access textbooks, and provide assistance with social and emotional learning. Teachers will receive on-going professional development in the use of these platforms. By standardizing how teaching and learning is delivered, the school district will be able to offer teachers and parents technical support and guidance. More information is available on [HISD@H.O.M.E](mailto:HISD@H.O.M.E).

## STUDENT USE OF COMPUTERS

*Digital citizenship is in effect during virtual learning*

Computers are a critical tool to teachers, students, and the school. No misbehavior is overlooked or tolerated with any computer or related piece of equipment used during virtual instruction. For a student to do anything other than what is assigned, on any computer at any time during virtual learning, is a Level III Offense (see the HISD Code of Student Conduct). Chat rooms, e-mail, student profile web pages (i.e. Twitter, Instagram, Facebook), non-academic blogs, and interactive gaming are not allowed at any time while being connected to virtual learning activities. All students will receive a personalized password. Never share your password, and never use another student’s password or log-in credentials.

**All students are required to be present and attentive; screen behavior should not distract other students or the teacher; follow virtual classroom etiquette established by the teacher. Failure to comply with these expectations will be addressed through the discipline referral process.**

## ATTENDANCE POLICY AND PROCEDURES

*May be adjusted and clarified as the school year progresses*

The school district is requiring that all students log-on, participate daily, and submit assignments by 3:30 pm. If students are using pre-recorded lessons or need additional time to complete an assignment, they will be counted present for the day if they log-on to the HUB and submit the assignment by 11:59 pm.

According to Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class meets [173 days (77 days first semester; and 96 days

second semester required attendance)]. The student cannot miss more than 17 days from date of enrollment. Middle School students cannot miss more than 17 days per class without the absences affecting their credits.

## GRADING POLICY AND GRADING SCALE

**Unlike the spring semester, all grades will count.** All grade levels will follow a 6-week grading cycle. Two grades per subject will be taken each week and entered into the gradebook for a total of 12 grades per subject per grading cycle. While daily class assignments will be given, not all assignments will necessarily count for a grade. A class “exit ticket” after each lesson will be used to monitor student’s understanding of the lesson and to fulfill the daily participation requirement established by the Houston Independent School District and recorded in the HUB. A new on-line grading system will be available in September. GradeSpeed has been retired. The school district is requiring all students to be assessed at various times using digital resources and other district-approved platforms. As decisions are made, you will be notified.

Numerical grades are used according to the following policy:

90 -- 100	Excellent quality of work - thorough mastery of subject matter
80 -- 89	Good quality of work - above average with consistent effort
75 -- 79	Satisfactory quality of work - average achievement
70 -- 74	Below quality work expected - below average achievement
0 -- 69	Unsatisfactory quality of work - poor work, failing

## REPORT TO PARENTS OF UNSATISFACTORY GRADES AND EXCESSIVE ABSENCES

Parents or legal guardians must be notified at least once every 6 weeks of unsatisfactory grades. This legal requirement applies to all grades, including Prekindergarten. During virtual learning, these notices will be distributed through email.

The notice of progress reports shall be distributed to parents/legal guardians during the third week of each six-week grading for each student who is failing a subject.

- Current grades contained in the notice should be based on the student's academic achievement for the first three weeks of the six-week period.
- For each subject that a student is failing, the notice must provide for a conference between the appropriate teacher, parent, and student.
- A notice of progress must be sent to parents of students who have exceeded 10% unexcused absences by the third week of the reporting period and as often as may be deemed necessary after the third week.
- If a student's average falls below 70, or the unexcused absences exceed 10% after the scheduled notice of progress reports have been sent home, the teacher *should* send a notice of progress report home immediately. *It is imperative that extra effort be made to give parents advance notice of a pending failing grade before the report card is sent home.*
- Progress reports for instruction and related services must also be sent to parents of students with disabilities in the manner as required for parents of non-disabled students.

## REPORT CARDS

Report cards are distributed at the end of each six-week grading cycle, or six times per year. All students in grades PK-8 follow a six-week grading cycle. Parents are required to review the report card. During virtual learning, reports will be mailed to your home address.

# HONOR ROLL

Students in grades 1-8 have an opportunity each nine-week grading cycle to earn an Honor Roll designation. The designations are all A's, all A's and one B, or all A's and two B's.

## STUDENT CONDUCT

*Appropriate on-line behavior and digital citizenship will be in effect.*

The MIMS Discipline Plan and the HISD Student Code of Conduct have been developed to help you better understand the levels of school and district policy violations and the consequences of those violations. Good and acceptable student behaviors are by far the most frequent occurrence at MIMS. However, on the occasion of poor behavior or a poor judgment by a student, you will find the faculty and administration committed to enforcing rules and consequences in a consistent manner.

While the Discipline Plan is not meant to describe all possible misbehavior, its broad outlines are clear: No student has the right to detract from his classmates' right to learn. The disruptive student creates an environment in which it is difficult to teach or learn.

There is a clear separation between behavior consequences and academic grades. No teacher may lower a grade for behavior. However, there is a relationship between conduct and success in the classroom. Students consistently unprepared, off-task, or talking, will invariably struggle to maintain acceptable grades. Their behavior has a negative impact on other students.

Keep in mind that although a standard, consistent discipline policy is supported by all your teachers, they are individuals with very different teaching styles. Students are expected to understand and follow the specific classroom rules set by the teacher. Note: specific elementary grade-level expectations will be explained in detail by the teachers at open house in the fall. Repeated disciplinary infractions may result in a referral to an administrator and the implementation of a Student Behavior Growth Plan. Failure to meet the Growth Plan objectives will result in the student being placed on a magnet school growth plan that will be consistently reviewed with the student and parents,

## CONDUCT GRADES

**E** = Excellent  
**S** = Satisfactory  
**P** = Poor  
**U** = Unsatisfactory

- Behavior Expectations:

### ***Elementary School***

- *Excellent* (Purple or 4): goes above and beyond to demonstrate MIMS values. Students independently demonstrate understanding of routines and expectations without directions.
- *Satisfactory* (Green or 3): demonstrates MIMS values. Students follow teacher directions or respond to teacher redirections immediately.
- *Poor* (Yellow or 2): fails to demonstrate MIMS values. Students needs teacher redirections frequently and sometimes fail to comply.
- *Unsatisfactory* (red or 1): fails to demonstrate MIMS values which results in disruptions of learning environment. Students consistently fail to respond to redirections.

### ***Middle School***

- Students will demonstrate acceptable conduct by following the individual classroom expectations for behavior. Teachers will conference with students to redirect their behavior as needed.

- Unrelated to academic performance
- Documented and communicated with parents
- Average of daily or weekly conduct (Conduct in common area is calculated with homeroom conduct.)
- Each elementary classroom teacher provides one conduct grade for each student per grading cycle
- Elementary school English teachers enter the conduct grade under English Reading
- Elementary school Chinese teachers enter the conduct grade under Mandarin Reading
- Middle school teachers enter the conduct grade per class
- In-School Suspension (ISS) or Out of School Suspension (OSS) will result in an unsatisfactory “U” conduct grade for the referring classroom for the grading period.

## **PARENT AND STAFF COMMUNICATION**

Our teachers will be on-line and available during their workday hours of 7:45 am – 3:30 pm with specific time slots designated for office hours. Each teacher will also have designated times for student support and parent/student/teacher conferences. All communication to teachers shall be done using their HISD email account and/or through Microsoft Teams. These are secure platforms to ensure security and privacy. The use of third-party websites and apps shall not be considered. In order to provide our teachers and staff with a balanced home/work experience, they shall not be required to answer emails, phone calls, etc. after their workday has ended. Plan ahead with your communication needs and understand the teacher’s busy schedule.

## **PARENT-STUDENT-TEACHER CONFERENCES**

Parent-student-teacher conferences are arranged through the individual teacher. Please email the teacher to arrange a conference during their planning time or office hours. It is recommended that students participate in the conferences.

## **MEDICAL PROCEDURES**

*Additions will be made to this policy prior to the reopening for on-site face-to-face instruction*

### **Medication Policy**

If your child has a known health condition (or is diagnosed with a health condition during the school year) please share the information with the school nurse. If your child needs to receive medication at school, there are policies and procedures that must be followed. Use the approved HISD Medication/Asthma Action Plan/Allergy Action Plan form. Other forms, doctor’s notes or parent notes cannot be accepted. **ALL** medications must have a [Houston ISD medication form](#) on file before the medication can be on campus. To be valid, the form must include the following:

- **Contain all information related to medication, including frequency, dose, and diagnoses (the reason student is receiving medication)**
- Be signed by BOTH a parent/legal guardian AND the doctor
- List only one medication per form

Per district policy, an HISD Medication form signed by a doctor/ license provider are needed for everything from cough drops to daily medications. Please plan ahead if your child has a need – DO NOT send them to school with a medication that does not have a fully completed form. The nurse and staff will not take responsibility for making sure student takes the medication if a form is not filled out.

**ALL** medications MUST be pharmacy labeled. This includes:

- Prescription medications
- OTC or Over-The-Counter medications such as cough drops, Tylenol, Advil, etc.

**ALL medications MUST be in their original bottle.** Loose medications, medications in Ziploc bags, or daily pill containers will be discarded

If you decide to have your student self-carry emergency medication for conditions such as asthma, diabetes, or anaphylaxis requiring an epi-pen please have your doctor fill out a HISD Self-Administration of Emergency Medication form. It is highly recommended that students in elementary school do not self-carry their medication for fear that medication will be mishandled, lost, or stolen.

### **Vaccinations**

All students enrolled at Mandarin Immersion Magnet School **must** be compliant with all state required vaccination per state law. Students who remain out of compliance after immunization updates have been requested may not return to school until proper documentation of vaccinations is given to the school nurse or a notarized affidavit of exemption from immunizations is given to the school nurse.

### **Screening**

The school nurse conducts state-required health screenings annually. These health screenings are non-invasive and help protect the health of your child. In the event that the school nurse find your child may need further evaluation, you will receive a letter from the clinic containing information to be discussed on follow up with your primary care provider.

Hearing, Vision, and Acanthosis – PK, Kinder, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and teacher recommendation.  
Scoliosis- 5<sup>th</sup> and 7<sup>th</sup> grade girls and 8<sup>th</sup> grade boys.

## **SCHOOL MESSENGER CALL-OUT**

The school will send a call-out and e-mail through School Messenger to our families regarding school news and events on an as-needed basis. Parents are required to keep their personal contact information including address, cell phone, and email addresses up to date.

## **SCHOOL WEBSITE**

[www.mimshisd.org](http://www.mimshisd.org)

We use our school website to communicate and encourage you to check the website for pertinent information and upcoming events. If you think of any additional information that would be helpful for parents, please let us know

## **TEXTBOOKS FOR VIRTUAL LEARNING**

During virtual learning, students will access electronic copies of their textbooks through the HUB.

## **SCHOOL SUPPLIES FOR VIRTUAL LEARNING**

Since school supply packets are not designed to last for the entire school year, It might be helpful for you to consider purchasing basic supplies such as pencils, pens, ruler, scissors, crayons, colored pencils, grade-level notebooks and paper, white paper with no lines, glue, mixed color packets of construction paper for home use.

## **SHARED DECISION-MAKING COMMITTEE**

The Shared Decision-Making Committee is an elected and appointed committee of teachers, parents, community, and business members. Members serve two-year staggered terms. The SDMC meets quarterly. The principal serves as chairperson and develops the meeting agenda. This committee is an advisory group to the principal, who has final authority. The SDMC does not vote, but uses consensus building to benefit stakeholders. The committee provides input on the annual School Improvement Plan (SIP). The principal will

share progress on meeting the goals of the SIP throughout the year. Other responsibilities include involvement with the campus-level planning process; recommendations for the school budget, school curriculum, staffing patterns and approving the campus staff development plans.

## PARENT TEACHER ORGANIZATION – PTO

The Mandarin Immersion Magnet School Community enjoys a strong level of support from our PTO. We work in partnership to support our students and staff members. All parents are members of the PTO. Specific information is posted on their website: [www.MIMSPTO.org](http://www.MIMSPTO.org) We hope that you will support this incredible, hard-working group of dedicated parents.

### DRESS CODE POLICY

*Effective for on-site face-to-face instruction*

Dr. Granita Lathan, Interim Superintendent, directed schools to relax their dress code/uniform policies in order to lessen the burden on families. Our revised policy maintains appropriate clothing items while broadening choices and eliminating specific colors.

The goal of our dress code is to ensure that students remain focused on learning and to create a positive and safe environment. We appreciate parent and student support in upholding our dress code. HISD allows each individual campus to establish its own dress code. Violations of the dress code policy will result in disciplinary action, per the HISD Student Code of Conduct. Besides the categories listed below, accessories, including jewelry, that distract from the educational process, are not allowed. School administrators have the final authority for decisions regarding the dress code.

Items below pertain to both elementary and middle school students unless indicated.

ITEM	REQUIREMENTS	COLOR
<b>TOPS</b>	<ul style="list-style-type: none"> <li>• Polo style shirt either short or long sleeve.</li> <li>• Collared shirt either short or long sleeve.</li> <li>• Any MIMS t-shirt such as grade level shirts, various club shirts or school celebration shirts.</li> <li>• Any college t-shirt.</li> </ul>	Not Applicable
<b>PANTS AND SHORTS</b>	<ul style="list-style-type: none"> <li>• All clothing must fit appropriately. A belt is preferred to hold up pants.</li> <li>• Any oversized, undersized, torn, cut at the seam or frayed pants or shorts are not permitted.</li> <li>• Shorts must be worn at the knee, or no more than 3 inches above the knee.</li> </ul>	Not Applicable
<b>SCOUT UNIFORMS</b>	<ul style="list-style-type: none"> <li>• May be worn on any meeting day.</li> </ul>	Not Applicable
<b>SKIRTS, DRESSES AND JUMPERS</b>	<ul style="list-style-type: none"> <li>• Must be worn at the knee, or no more than 3 inches above the knee.</li> <li>• Elementary students only are required to wear shorts or leggings under skirts, dresses and jumpers.</li> </ul>	Not Applicable
<b>TIGHTS AND LEGGINGS</b>	<ul style="list-style-type: none"> <li>• Tights and/or leggings are to be worn only under skirts, dresses or jumpers.</li> </ul>	Not Applicable

<b>SHOES AND SOCKS</b>	<ul style="list-style-type: none"> <li>• Closed-toe shoes are worn at all times. These shoes may be leather or sneaker styles.</li> <li>• Socks are recommended with all shoes.</li> <li>• The following are not permitted for safety reasons: platform shoes, wedge shoes, spiked heels, steel-toed boots, backless shoes, clogs, crocs, shoes with wheels or lights, house shoes, sandals, or flip-flops.</li> </ul>	Not Applicable
<b>HATS, CAPS, HOODIES, AND SUNGLASSES</b>	<ul style="list-style-type: none"> <li>• While students may bring these items to school, they may not wear them in the building unless otherwise specified.</li> <li>• Hoodies may not be worn as a head covering.</li> <li>• Contact the school directly for religious or medical exceptions.</li> </ul>	Not Applicable
<b>PHYSICAL EDUCATION UNIFORMS</b>	<ul style="list-style-type: none"> <li>• Middle School Only.</li> <li>• TOP: Red t- shirt.</li> <li>• BOTTOM: Black athletic shorts.</li> <li>• SHOES: Tennis shoes with socks.</li> </ul>	As indicated
<b>ID BADGE WITH PICTURE</b>	<ul style="list-style-type: none"> <li>• Middle School Only.</li> <li>• Issued by the school.</li> <li>• Must be worn around neck at all times, except for PE.</li> <li>• Lanyards may be school issued or personalized by the student.</li> <li>• First lost picture ID will be replaced at no cost; thereafter, \$5.00 per badge.</li> </ul>	Not Applicable
<b>TEAM SPIRIT DAY</b>		
<p>Occasionally, the school will announce support for a local professional sports team. Students may wear their favorite team t-shirt, jersey, and or hat on this day.</p> <p>There are no exceptions to the requirements in any other category listed above.</p>		

## **MAGNET ENTRANCE AGREEMENT AND GROWTH PLAN**

### *Program Expectations*

#### **Grades**

- Grade PK-5, maintain a grade of at least 70 in all core and Magnet classes during each grading cycle
- Grade 6-12, maintain an individual class average of 75 or higher in all core classes and an average of 80 or higher in all Magnet classes

#### **Attendance**

- Maintain regular attendance in accordance with the school's Student Code of Conduct and Texas Education Code (TEC) Section 25.085 Compulsory School Attendance

#### **Behavior**

- Adhere to the HISD Student Code of Conduct and maintain a conduct grade of 'S' or higher
- Refrain from excessive tardiness in accordance with the district and school's Student Code of Conduct

#### **Thematic Requirements**

- Meet Magnet expectations for each specific theme that is given to each student according to the Magnet program's criteria, including Magnet course sequence as specified by the school

Students who do not meet these program expectations, or whose parents do not meet program expectations, are placed on an **HISD Magnet Growth Plan** for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals and parent(s) will evaluate progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place and is used to determine if the student should continue in the Magnet program the following school year. All Magnet transfers are for one year and may only be denied at the end of the year.

## **PERMISSION FOR EXTENDED ABSENCES**

Our student attendance rate affects our school rating and impacts our school budget. Please help us by making sure your healthy student is in school every day. In the event that a student must be absent for unusual circumstances in excess of three days and desires to have the opportunity to make up the work missed, the parent should complete an "Extended Absence Request Form" and return it to the office at least five days prior to the date of the absences. All extended absence requests must be acknowledged in advance by the principal and approved by the Office of School Choice if a furlough is requested, in order for a student to avoid receiving academic penalties for work missed. Unless the absences fall under HISD Guidelines for Excused Absences, they will be considered unexcused. The school reserves the right to administratively withdraw the student until their return, minimizing the impact on the school's attendance rating and budget. A student who is given assignments prior to his absence will be required to turn in his work on the second day following his return to school. Additionally, the student will be required to make up exams, notebooks, labs, or other major projects within three days of his return.