



North Caldwell School District
Gould School
Gould Avenue, North Caldwell, New Jersey 07006

Chris Checchetto
Principal

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March 1, 2017

Dear Parents / Guardians:

This purpose of this letter is to help clarify the procedures for securing your child's work during an absence or a planned vacation.

It is a child's responsibility to make arrangements to complete all work missed during an absence as soon as possible after returning to school. Teachers will gladly help if assistance is necessary. If an absence can be anticipated, it is the child's responsibility to inform all of his/her teachers in advance and to arrange to make up the work.

When an absence has not been anticipated, a student should call a classmate and/or "study buddy" to obtain assignments in an effort to make up any work missed prior to returning to school. This procedure should be followed on any one-day absence. If the student is out for *more than* one-day due to illness, the parent/guardian ***should email*** the teacher(s) by 12:00 p.m. to make arrangements to pick up any assignments. Please note that the work will be sent down to the main office for pick-up ***between 3:15 and 3:30*** to ensure coordination amongst all of your child's teachers. The school homework website can also be linked to from the district homepage www.ncboe.org or directly from <https://teachers.io/schools/nj-ncboe-gould> . This site is updated daily and often includes uploaded documents etc.

Additionally, teachers cannot provide homework/assignments in advance for a planned vacation when school is in session. Comparable work can be provided for skill retention, but the student must make up the classwork and assignments upon return or access the homework website referenced above.

I hope this information helps and as always, we appreciate your partnership and support at home.

Sincerely,

Chris Checchetto