

PREARRANGED INSTRUCTIONS FOR STUDENTS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES

Any student participating in extra-curricular activities must prearrange any absence that takes place during the normal school hours.

If a full day is missed, then the coach must be contacted through his voice mail to make him aware of the absence. A prearranged will not be necessary in this case.

Steps to take:

1. Parent or guardian must contact Activities office before school starts on the day the student will be prearranging.
2. The student must bring a note back to school from the doctor, etc. stating that they were there on that day and during that time. **This step is very important and must be done in order for the student to be approved to participate in practice or a game.**
3. When student returns back to school, they must first check in at attendance and then come to the Activities Office with the note from the doctor, etc. for Mr. Kasper to approve.
4. At this time, the student will be given a signed copy to give to his/her coach so that they can participate that evening. **The coach will not allow them to participate without the signed note from Mr. Kasper.**

All of these steps must be followed or the students prearranged will not be approved!

Injuries: If a student is going for an appointment due to an injury, they must have a note from the physician stating that they are released to participate in an activity or they won't be allowed to participate.

Thank You,

FHC Activities