

Good evening to the Forestwood Middle School Community. We are calling to pass along some very important tips related to illnesses and school absences.

As you may well know, the first cases of FLU are appearing on our campus and we need your support to help us prevent the spread of the FLU. If your child appears ill, please keep him/her home. Your child **MUST** be fever free (less than 100 degrees), without the use of fever reducing medications, for 24 hours before returning to school. You may refer to the LISD web site for more information regarding the FLU. These measures are critical in the prevention of the spread of viruses.

We know everyone absent from school due to illness is concerned about missing school work and we could not be more supportive of that focus. During this time when we have more students absent than normal we would ask the following:

1. Please do not request assignments until your child has been absent for two days. At that time we will request the work for the remainder of the week, at a minimum of three days. This procedure helps reduce parents' need to call and maximizes teacher productivity with the load of related paperwork.
2. Once assignments are requested we ask that you make every effort to pick up the assignments as arranged. We are happy to send work home in an envelope with a neighbor or with members of car pools if that will ease the families' burdens.
3. We ask that you **NOT** email a teacher directly to get assignments; please request missed homework from the Main Office only. Teachers having to deal with multiple email requests and requests from the office actually slows the process and over burdens that staff.

When your child returns to school, please make sure they have a note from you or your physician and remind your student to report to the Attendance Clerk immediately for an Admit Slip indicating that the absence is excused. By policy, students have one day to make up work for every day they were absent. Please communicate any extenuating circumstances to the teachers and they will work with your child. It is our goal to see every student caught up with their work and academically successful.

The contents of this message may also be found on the school's website in its entirety.

Please do not hesitate to contact an administrator or counselor with any questions or concerns that arise over time. We share in your desire to see your child receive a quality education here at Forestwood.