

## MAKE-UP WORK

Make-up work is permitted and expected from students who have been absent for any reason. Failure to request make-up assignments does not minimize the importance of make-up work and its impact on the student's progress.

### Guidelines

#### Requesting, Compiling, and Providing Make-up Work

1. Parents should contact the teacher or the secretarial staff in the office to arrange for the collection of make-up assignments if the student has been absent for two (2) or more consecutive school days.
2. Teachers will need at least twenty-four (24) hours from the time of request to compile make-up assignments.
3. The classroom teacher will provide the student or the parent/guardian who requests make-up work with the opportunity to:
  - a. Make-up specific assignments missed,
  - b. Complete additional in-depth study to meet subject or course requirements, and/or
  - c. Make-up any assessments missed.
4. Make-up work may include more than missed assignments.
  - a. Teachers may require work beyond missed assignments to ensure that content taught during any absence was adequately covered by the absent student.
  - b. Teachers shall assign make-up work as necessary to ensure academic progress, not as a punitive measure.
5. Make-up work may be adjusted from the original assignment so that student learning needs are met.

#### Make-up Work Timeline

1. Full credit shall be awarded if the work is turned in according to the make-up work schedule.
2. For each day of absence, a student shall be allowed two (2) full school days to make up work he/she has missed unless this creates an undue hardship for the student.

3. Unless exceptions are made, the number of days allowed for make-up should not to exceed six (6) school days from the date of the return after the absence.
4. The Board grants authority to teachers to make exceptions to the make-up allowances with regard to term papers or long range projects as long as students are informed at the beginning of the assignment.
5. Except in extenuating circumstances, assignments or tests which were announced prior to the students' absence are due on the day that the student returns to school.

### **Final Exams**

The District does not allow students to take final exams early.

### **DEFINITION:**

**Make-up Work:** any assignments or assessments students need to complete due to an absence.

Adopted: 09-14-2005      Reviewed: 01-17-2018      Revised: 12-11-2013

Cross-Reference:      Attendance #3050  
                                 Student Detention #3350  
                                 Student Suspension #3355  
                                 Student Expulsion or Denial of Enrollment #3360