

Make-up Work

All students with excused absences shall be given the opportunity to make up work missed in accordance with the following guidelines.

1. At the middle and high school level it is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. For a planned absence from school, a planned absence form is required for planned absences.
2. Students who miss classes for reasons that are determined to make excused shall be excused shall be given the opportunity, whenever possible, to make up work missed when they return to school.
3. Teachers shall be asked to grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absence(s).
4. Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher.
5. Students who are truant unexcused shall not be given credit for class make-up work. A grade of "zero" or "F" may be given for that class period providing all other students in the class receive a grade or credit for that day. The above motioned students will be permitted to make up all exams or long-term assignments which will affect their grades.