

District Code:

MAKE-UP WORK

A student who has been out of class for any reason is required to complete make-up work for the learning experience. This involves taking unit tests and completing long-term projects.

- I. Work missed by a student due to an excused absence (including school –sponsored field trips or other activities) can be made up for full credit. The student has the responsibility to talk with the teacher the day following the absence(s) to determine the nature of the work missed. Except for work assigned prior to and due on the day of an absence, the student has one day for each day of the absence in which to complete the work.

For the purpose of this policy, an excused absence is defined as one that has been verified by a parent/guardian for reasons such as illness or family obligation. Field trips or other school-sponsored activities are considered excused absences, but do not require parental verification.

- II. If a student is truant (unexcused absence), he/she will receive no credit for work missed and;
 - A. The student missing an examination or a quiz due to truancy will not be allowed to make up said examination or quiz.
 - B. If a long-term project (any assignment for which the student was given notice of a due date prior to the truancy) is due on the date of the truancy from class, the grade will be lowered one grade level.
 - C. Repeated truancy may result in loss of credit.

- III. Student Suspension

- A. In-School Suspension/Classroom Intervention Center (CIC)
 1. Students are permitted to complete work assigned by their teacher while serving in-school suspension. Full credit will be given for work turned in.
- B. Out-of-School Suspension
 1. **Elementary** - Students are given the opportunity to turn in work missed. Assignments are prepared by the teacher upon notification of a student suspension by the administration. Upon return to school the completed work will receive credit if completed. Suspensions of three (3) days or less may not provide sufficient time to prepare and deliver the work. Therefore, students may see the teacher upon return to school and receive the work to make up if they desire.

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2. **Secondary** - Work (assignments/tests, etc) missed during an out-of-school suspension can be completed for full credit.
 - a. Tests administered during suspension may be made up upon return to school.
 - b. The responsibility to receive assignments, make-up work, and to take missed tests rests with the student.

Adopted: June 11, 1985
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