

MAKE-UP WORK

- 1.0 Excused Absences.
 - 1.1 Make-up work will be provided upon request for a student who has an excused absence. It is the responsibility of the student or parent to request and arrange to obtain make-up work no later than the second school day after returning to class or school from an extended absence.
 - 1.2 Students shall be given at least the same number of days they were absent plus one additional day to make up assignments. The make-up period begins on the next school day following the absence(s).
 - 1.3 Students are eligible to receive full credit for make-up work completed and submitted by dates and times established in this policy or as may otherwise be arranged with the teacher and/or administrator.
 - 1.4 Credit may be denied for make-up work completed after the designated deadline. Credit may be reduced for in-class or group activities missed, such as labs, presentations, or assessments which are not readily able to be completed with comparable make-up assignments and/or without the validity of the assignment being compromised.
- 2.0 Unexcused Absences.
 - 2.1 The provisions of Sections 1.1, 1.2, and 1.4 shall apply for make-up work following unexcused absences. The teacher and administrator shall confer and determine if credit should be reduced for work missed by the student. Schools are encouraged to develop consistent standards for assigning credit for make-up work. A student may appeal a reduced credit decision to the building administrator within five school days after notice of the decision.
 - 2.2 Credit may be denied for make-up work completed after the designated deadline. Credit may be reduced for in-class or group activities missed, including but not limited to labs, presentations, or assessments which are not readily able to be completed with comparable make-up assignments and/or without the validity of the assignment being compromised.

CROSS REFERENCE:
Code: 5020