

## GUIDELINES FOR MAKE-UP WORK DURING ABSENCES

The following guidelines shall be followed by the principal when implementing Policy JGE for make-up work by students with excused absences, unexcused absences, and absences due to suspension.

The student or parent/guardian is responsible for initiating contact with a school official to make up work.

For students who make up work due to an excused absence, full credit will be available to the student upon successful completion of the work. Students will be given a reasonable amount of time to complete make-up work, generally one day for each day of absence.

For students who make up work due to an unexcused absence or suspension, all work is due upon the student's return to school. Assignments completed after that date may reflect a grade reduction. Alternate assignments will be available for performance-based classes and labs.

In-school procedures for handling requests for make-up work will be the same/ similar as those used for other absences. The student's teacher(s) is (are) not obligated to teach or re-teach the student material missed during a suspension.

Adopted: June 20, 2016

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