

MAKE-UP OPPORTUNITIES

Students are encouraged to make up work missed because of excused absences. The request for assignments missed must be made the day the student returns to school except when the Vacation and Planned Absences Request Form has been completed (See FILE: IKEA-E). It shall be the responsibility of the student, on his or her own initiative, to contact the teacher(s) involved to determine make-up assignments and establish a mutually agreeable time for daily and test make-up.

Students will be given one day of attendance to complete work missed for each day of absence up to two weeks. Work turned in after this time will count as a zero toward the student's quarter grade. All work missed during the last week of any quarter should be made up before the last day of the quarter. Exceptions will be made for students who present a verifiable medical excuse. Other exceptions must be approved by the building administrator.

Failure to make up missed assignments will be reflected in the student's grade. Any grades missed in class on these days will result in a "O" being averaged in the total grading system.

Assignments made by the teacher, and known by the student, prior to an excused absence of the student, are to be turned in by the student to the teacher on the return date, if due. Tests assigned in advance by the teacher, and known by the student prior to the excused absence of the student, will be taken by the student on the return date; i.e., test date. Failure to turn in known assignments or to take assigned tests will be reflected in the student's grade. Exceptions to this guideline must be approved by the building administrator.

Make-up work whether for excused absences or suspension will be given for five (5) days at a time. This work must be completed and returned before an additional five (5) days of assignments will be given to the student. The final five (5) days of make-up work must be returned to the teacher the first day of re-entry to school in order for the student to receive credit for the final five (5) days of make-up work. Make-up assignments must be picked up in the appropriate grade level office AFTER the regular school day, unless other arrangements are approved by the appropriate grade level principal.

Adopted: April 5, 1982
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Cross Refs: JED, Student Absences and Excuses
IKA, Grading Systems
JG, Student Discipline