



## **6235.1: TAUGHT CURRICULUM - MAKE UP WORK**

### **Make-up Work for Excused and Unexcused Absences.**

**The teacher of each grade or subject area will determine the plans for making up the work subject to the following considerations.**

- 1. Schoolwork missed due to an excused or unexcused absence, must be completed to the satisfaction of each teacher whose class was missed.**
- 2. Students will have a minimum of one (1) school day for each day of absence, to make up missed schoolwork. Students who do not make up their work within the prescribed time limits will not receive credit for the work missed.**
- 3. Make-up work may be provided prior to a planned absence if the lessons and assignments have already been planned for and prepared by the teacher in the context of having created the weekly lesson plans. Make-up work provided to a student in advance of their absence does not guarantee that no additional work may need to be completed upon their return to school. Students who do not request missed work in advance will be provided all assigned work when the student returns from an absence.**
- 4. Providing early or late semester exams is at the discretion of the building principal or the principal's designee.**

**During prolonged absence due to illness, the parent may call the school office to make arrangements for picking up the missed work.**

**When the school administration has given approval for a student to participate in school sponsored programs such as High Ability Learners (HAL) Seminars, music programs, dramatics, or athletics, the student should not be penalized for not being present to take tests and participate in the daily work. The student shall be given an opportunity to make up any work missed.**

**Date of Adoption**

**June 16, 1975**

**Date of Revision**

May 17, 1999

September 19, 2011

July 2, 2012

**Reaffirmed**

November 6, 2006

March 5, 2018

**Related Policies and Rules**

[6203: Taught Curriculum - Lesson \(Instructional\) Plans](#)

[6235: Taught Curriculum - Make Up Work](#)