

UPPER SCHOOL MAKE UP WORK POLICIES:

- **It is always the responsibility of the student to make up missed assignments. Failure to do so will result in zeros for tests and daily assignments.**
- If the student does not have access to the assignments, please call the Student Services Office by 11:00 a.m. so that assignments may be picked up in the Student Services Office between 2:00 p.m. and 3:30 p.m.
- If a pattern of habitual absences during scheduled tests is recognized, a student will be warned, then will forfeit all opportunities to make up the test or tests missed. A grade of zero will be given for each test missed.
- If work is missed during the last week for a reporting period, that work must be made up and graded before report cards will be issued in those subject areas. The principal and teachers involved will determine the need for an extension of established make up time. It is the student's responsibility to contact each teacher about making up work.

FOR EXCUSED ABSENCES DUE TO SCHOOL RELATED EVENTS

Students involved in these activities know they are going to be absent all day or part of the day prior to the absence. They are responsible for getting their assignments. If a test is assigned prior to the absence and **no additional material is given**, the student must take the test the day he/she returns to school. All other assignments are due when the student returns to school. Failure to do this will result in the student receiving a zero on assignments or tests.

FOR EXCUSED EXTENDED ABSENCES

Students should request any available assignments from his/her teachers prior to the absence; however, teachers will not be responsible for having assignments available for five days, since material covered in classes can vary from day to day and teachers may have to amend their lesson plans. All assignments will be due and tests completed within three days after student returns to school in the case of this type of excused absence.

FOR ALL OTHER EXCUSED ABSENCES

- Students who have an excused absence (non-school related) will be permitted a period of time equal to the duration of his/her absence to make up missed assignments. For example, if a student misses two days, the student will be permitted two days to complete the missed assignments. Failure to do so will result in zeros for tests and daily assignments.
- For extended excused absences (over a week) due to serious or chronic illness, the teacher may allow additional time

FOR UNEXCUSED ABSENCES

- Students who have an unexcused absence will receive a zero daily grade for that day.
- If a student has an unexcused absence and misses a test, the student must take the test when he/she returns to school **and the final test grade will be reduced by ten points.**