

4.8—MAKE-UP WORK

Students who miss school due to an excused absence shall be allowed to make up the work they missed if accompanied by a parent note during their absence under the following rules.

1. No make-up work will be provided after the 6th absence unless special arrangements have been made with the building administrator.
2. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
3. Teachers are responsible for providing the missed assignments when asked by a returning student.
4. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
5. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
6. Students shall have two days to make up their work for each class day they are absent.
7. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
8. Students are responsible for turning in their make-up work without the teacher having to ask for it.
9. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
10. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are approved by the building administrator as permitted by policy 4.7—ABSENCES. Out-of-school suspensions are unexcused absences.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

Cross References: 4.7—ABSENCES
 4.57—IMMUNIZATIONS

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