

## **P1472 PUPIL MAKE-UP WORK**

### **BOARD POLICY:**

**It is the responsibility of the pupil to make up assignments. For excused absences, the teacher shall make reasonable efforts to encourage and assist the pupil to make up missed assignments, shall give credit for such work, and shall allow the pupil a reasonable period of time to complete such missed assignments.**

Administrative Implemental Procedures:

1. The pupil or parent should contact the principal or designee to obtain assignments and materials for make-up purposes. A reasonable amount of time is necessary for each teacher to prepare meaningful make-up assignments. Each year, the time limits for pupils to complete missed assignments shall be included in the staff and student handbooks and communicated to parents through newsletters and other school communications. It is the responsibility of the pupil or parent to request make-up work.
2. Make-up assignments for excused absences shall consist of the same general kind and quality of schoolwork missed.
3. Credit will be allowed for make-up work for excused absences on the same basis as for regular in-class performance with the exception of credit which can only be obtained by being present in the classroom.
4. When a pupil has foreknowledge that an excused absence will occur, he/she should exert effort to complete the work assignments before the absence occurs.
5. A pupil placed on suspension pending a final decision of an extended suspension/expulsion shall, upon request of the pupil/parent or guardian, be provided school assignments from his/her teachers through the appropriate administrator until such time as the due process proceedings are completed. A parent/guardian shall be responsible for collecting the assignments from the building and returning them within a reasonable amount of time, (as stated in the student handbook at the student's attendance center).
6. For information on homework, see BOE Policy 6340 – Homework.

Board counsel has approved this policy in legal form and content.

Administrative Responsibility: Secondary Education Office

Latest Revision Date: March 2010

Previous Revision Date: April 2005 P1472

Updated administratively for alignment purposes: January 2014