

MAKE-UP WORK POLICY

Students absent from school will have the number of consecutive school days absent plus one to make up work missed. Examples:

Absent Monday: **All work due before homeroom on Thurs.**

Absent Mon., Tues.: **All work due before homeroom on Mon.**

Absent Wed., Thurs.: **All work due before homeroom on Wed.**

Absent Wed., Thurs., Fri.: **All work due before homeroom on Fri.**

All assignments are due regardless of whether it is a Day 1 or Day 2. If the student does not see his/her teacher that day, it is the student's responsibility to get their assignment to that teacher **prior to homeroom**. The student should not wait until the following day when their class meets to turn in their work. This policy also applies to school related absences. If a student is absent two days or less, the student must get their assignments in the following ways:

1. Check with their "**Study Buddy**" in each class.
2. Check the homework make-up board/book/chart in each teacher's room prior to homeroom when they return.
3. Speak directly to the teacher before or after school.
4. Check School Space/HCPS Link.

If a student is absent for **three consecutive days**, parents can call into the School Counseling Office at 364-0847 by 8:30 AM and request your child's work/homework. Every effort will be made to fulfill this request so the assignments can be picked up after 3:30 PM that same day. It is the **student's** responsibility to get all assignments completed. Students absent more than 5 days will have a maximum of 2 weeks to make up work missed during their absence, depending on the length and nature of the absence. For extenuating circumstances, please notify your child's counselor.