

**SCHOOL BASED DECISION MAKING  
Policy Format**

**School:** DuPont Manual High School/ YPAS

**Subject of Policy:** Make-Up Work

***Policy Statement:***

*The JCPS Uniform Code of Acceptable Behavior defines valid reasons for excusing an absence as student illness, visits to a physician, religious holidays, or other reasons approved by the school administrator. Only assignments made during the class meeting(s) of a valid excused absence, excused tardy, or excused early release as defined above are to be treated as make-up work.*

1. If a student has an excused absence, excused tardy, or excused early release from school, he or she has the right to request the make-up work and/or assignments from each class missed. The makeup work will include daily work, tests, and projects. Alternative assignments may be used when original assignments cannot be duplicated.

2. For each class missed due to an excused absence, excused tardy, or excused early release, students will have the number of class meetings missed in which to complete and turn in all make-up work. Students are expected to obtain their make-up work on the first class meeting of each given class upon their return, consequently, these class meetings will NOT be counted for make-up purposes. (For example, a student who misses Monday will obtain make-up assignments on Wednesday, and these assignments will be due on Friday.)

3. All work assigned prior to an excused absence, excused tardy, or excused early release which is due during the day(s) of class absence is to be turned in to the teacher immediately upon return to the class. All work assigned prior to an excused absence which is due after the day(s) of class absence is to be turned in to the teacher on the assigned due date.

4. A student who has an unexcused absence, unexcused tardy, or unexcused early release has no right to make up any work.

5. When an absence from class is anticipated due to an acceptable activity including field trips, performances, competitions, or meetings, or when students accompany parents or guardians on trips or other family activities arrangements for the completions of the required work must be made in advance with the teacher. Teachers are encouraged to provide work in advance for students who know they will be absent from class. Assignments provided to absent students prior to their return to class are to be turned in to the teacher immediately upon return to each given class. If assignments have not been provided to students prior to their return to class, these students should receive makeup work on the first day they return to class, at a time convenient to the teacher. If such an absence from class is for two or more consecutive class meetings, assignments made during the class absence are, upon return, to be completed and turned in by the second class meeting.

6. For final assessments, at the end of each semester, a student may make up the assessments only in the case of a personal illness verified by a doctor's certificate, a death in the family, a family emergency, or a pre-arrangement between a teacher and the parent/guardian of the student. The time for making up the assessments must be arranged with the individual teachers. An absence for any other reason will result in zeros on the assessments.

7. This policy defines the rights of students to receive makeup work. Expanded or special arrangements for individual classes may only be made with teacher permission.

Date of First Reading: \_\_\_\_\_

Date of Second Reading: \_\_\_\_\_

Date Adopted: \_\_\_\_\_

Signature: \_\_\_\_\_  
(SBDM Council Chairperson)