

Clarification of the Canfield High School Make Up Work Policy

Each type of absence has specific guidelines regarding make up work.

- a) **Verified Absence:** All work may be made up anytime a student is absent with verification. **It is the responsibility of the student upon return to school to contact the teacher and make arrangements to schedule make up work.** (See note below).
- b) **Absence Without Verification:** All work may be made up with the same rules as verified absences unless the student violates the “Excessive Absence Policy”. In these cases make up work will be denied.
- c) **Truancy:** No work will be allowed to be made up and the student will receive no credit for those days missed.

Note-As a general rule students are expected to make up educational activities within a time period equal to the number of days that were missed. Examples:

- 1) If a student is absent on a Monday and returns to school on Tuesday they are expected to have all make up work completed by Wednesday.
- 2) If a student is absent on the day of a test, they are expected to take the test on the day they return.
- 3) If any project or paper is due on the day of an absence it must be turned in the day of return.
- 4) If a paper or project is due on a Monday and the student arrives late to school with an excused tardy or absence the project must be turned in on that day (Monday).
- 5) If a student leaves school with an excused absence and a project/paper is due they must turn in the paper/ project to the teacher before leaving school.
- 6) If a student is absent or tardy **unexcused** they are **not** permitted to make up work.

The teacher has the latitude to make special arrangements when extraordinary circumstances occur. It is up to the student to speak to the teacher about any special arrangements. Teachers should also make every effort to contact students and arrange make up.