

Strawn ISD Make-up Work Policy

Responsibility for makeup work rests with the student, not the teacher. Each teacher is willing to help a student make up as much work as possible when a student is absent from school. If the parent/guardian knows that his/her son/daughter will be absent due to illness for an extended period of time (three days or more), the parent/guardian may contact the principal's office after the second day of absence to obtain assignments for the days to be absent. Assignments will be obtained by the end of the school day and may be picked up in the office. For illnesses of one or two days, it is the student's responsibility to secure information concerning make-up work from the teacher immediately upon returning to school. Students not accepting this responsibility may not receive credit for work missed. The number of days missed determines the number of days allowed to make up work. Except in extreme cases, students will have the same number of days to make up work as the number of days missed. Work missed due to unexcused absences is recorded as a zero.

The following absences or tardies will not be counted against the student towards perfect/satisfactory attendance:

- School trips
- Being detained by a teacher or principal
- Any other absence or tardy approved by the principal
- Appointment with doctor/dentist/other professional that does not cause a student to be absent for the whole school day. A doctor's excuse is required. Under extenuating circumstances such as long-term illness or family emergencies, teachers may choose to give students more than one day for each day missed to make-up assignments.

In situations where the assignments were given before the student was absent, a shorter time frame may be required at the teacher's discretion.

Make-up tests or quizzes should be administered during tutorial times to prevent the student from missing additional class time; however, students who cannot attend tutorials must be given the opportunity to make up this work during the regular school day.

Modifications of this procedure, which may require administrative approval, should be discussed with the appropriate administrator in a timely manner.