

## **HIGH SCHOOL POLICY FOR ABSENCE RELATED HOMEWORK AND MAKE UP WORK**

### Arranging for Homework Assignments

Students are expected to gather homework assignments from their classmates during the first three days of an absence. Students who are absent, or who anticipate an absence for an extended period of time (more than three days) must contact their guidance counselor to request homework assignments and materials.

### Making-up work

In all cases, students will assume full responsibility for making up class work and unfinished homework. At the teacher's convenience, work for a one-day absence should be completed by the end of the following school day; for a two to five day absence, by the end of the next consecutive five school days; for a longer absence, by arrangement with the teacher. Make-up work is generally done after school. Make-up work has priority over co-curricular activities. Teachers are not required or expected to allow make-up of work missed due to class cuts or unexcused tardies.

Suggestions for a timely response: The guidance department is happy to assist any student who is out sick for multiple days to obtain assignments, however they cannot always send out a request for work as soon as a parent or student calls or e-mails them. Requests for make up work may be delayed by at least 24 hours when requested through guidance as they must contact each teacher individually. It is also possible during prolonged absences for the student/parent to e-mail each teacher directly to request work as some may be possible to send electronically.