

## Make-Up Policy (SY 2020 – 2021)

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### Deadline for Submitting Note

Student initiates the process with confirmation of an absence to each teacher (e.g. a note, email, phone call, or text). The note must be submitted to the teacher **within three days** of returning to school.

### Returned Work

When presented with the work, an agreement will be struck between teacher and student on when the work should be returned, but **it should be no less than** the amount of days that the student has missed.

### Returning to School

Students should make every attempt to be ready to return to school. They should communicate with teachers and peers to make this possible, but, upon returning, they are not responsible for work that demands the *presentation* of learning (tests, quizzes, etc.). Students are still expected to participate in class when they return. Coach class and office hours should be utilized for catch up.

### Education not Penalties

At the discretion of the teacher, students without a note may make up missed work, **within a week of its initial distribution**, after school during coach class. But, made up work can only reach a maximum value of 50%.

### Exceptions

In exceptional circumstances (e.g. hospitalizations, housing instability, outages over one week) this process will be negotiated by the counseling team and/or administration.