

*Student Make-up Work After Absence*

It shall be the responsibility of secondary students to contact their teachers to make up work missed for excused absence. Teachers shall cooperate with the students to assist them in making up work after the students have contacted them. In the case of elementary school children who have excused absences, the responsibility for making up work shall be jointly shared by the teacher and the student.

In cases where students have been unlawfully absent, a decision to permit them to make up work missed shall be determined in advance by the principal and faculty of each school building. However, once the procedure has been determined by the local principal and faculty, it shall be applied consistently to all children with unlawful absences in that school.