4.08 – MAKE-UP WORK - School Board Policy

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work that is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school, whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted by policy 4.07- ABSENCES.

Work for students serving an out-of-school suspension or expulsion shall be per the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion.

Instead of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as outlined in Policy 4.57---IMMUNIZATION.

Parents who wish to pick up a child's work for the day(s) missed should notify the child's teacher or school office early in the morning so the teacher will have ample time to get the work together.

In addition to the make-up work process above, after a pregnancy-related or parenting-related period of absence, a student may choose from various options to make up missed work, including, without limitation:

a. Retaking a semester at the District school where the student is enrolled;
b. Participating in an online course credit recovery program;
c. Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may:
   - Complete the student's coursework within the current school year; or
   - Attend previously scheduled summer school classes made available by the District where the student is enrolled; and
d. Receiving home-based instruction services.

Cross Reference: 4.07---ABSENCES 4.30—SUSPENSION FROM SCHOOL
4.31---EXPULSION 4.57---IMMUNIZATIONS

Legal References: A.C.A. § 6-18-502 A.C.A. § 6-18-234
DESE Rules Governing Student Discipline and School

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