**MAKE UP WORK PROCEDURE**

An excused absence is defined in the Parent/Student Handbook as:

* Illness of self
* Medical appointment which cannot be arranged after school hours
* Death in the immediate family
	+ Parents
	+ Sibling
	+ Grandparents
* Observance of religious holiday or service when it is mandated for all members of faith
* School-sponsored event or activity previously approved.

“All other absences are unexcused. The parent is expected to report and explain an absence to the school in writing. Unreported or unexplained absences will be considered as unexcused absences. Vacations when school is in session are considered unexcused absences. All unexcused absences will result in a failing grade being issued for any work missed on the days in question.”

To receive full credit, you must do the following:

* Get your Make Up Folder from the Classroom Resource Area
* Take any assignments out, return the folder, take them home, complete them and return them as follows:
	+ You have one day for each day you were absent
	+ If you are out 2 days, it is to be turned in before 4 days
		- Example: Absent Monday and Tuesday, due Monday

 Absent Thursday and Friday, due Tuesday

* Weekends count as days

Completed make up work must have a completed Make Up Work Slip attached to it. These can be found in the Classroom Resource Area or in Extras on LongfieldPage.

This is entirely your responsibility. I will not ask or remind you after the first few weeks of school. If the work is not turned in by the appropriate time, a 0 will be placed in the gradebook and cannot be made up.