

PROCEDURES FOR PROVIDING ASSIGNMENTS TO STUDENTS WITH UNEXCUSED ABSENCES

Except for students who voluntarily do not report for class as assigned or leave school property without authorization by school officials, students with unexcused absences and/or their parents have the opportunity to request assignments in order to stay current with their classwork. This will respond to the dilemma faced when parents ask what efforts can be made to help students continue with their educational program. When the student asks for the work, the teacher(s) will provide appropriate assignments. All satisfactorily completed work timely submitted according to established procedures is to be accepted for a minimum of passing credit by the teachers.

Out of School Suspension

When a student is in an administrator's office receiving an out-of-school suspension, the student is informed that he/she is expected to make up all required work once he/she returns to school, but it is his/her responsibility to approach each teacher and request the assignments. The student will be advised that he/she may wish to take textbooks home to review current assignments and schoolwork while on the out-of-school suspension in preparation for securing missed assignments upon return to school. The student will also be advised that he/she may call the principal's/guidance office and request assignments to be picked up by the parent by following the established procedure for securing assignments when a student is absent due to illness.

Students on out-of-school suspension are still enrolled in their classes; therefore, it is the student's responsibility to request assignments in order to stay current with their classwork. When the student asks for the work, the teacher(s) will provide appropriate assignments. All satisfactorily completed work timely submitted according to established procedures is to be accepted for a minimum of passing credit by the teachers.

(Implemented: November 15, 2001)