

## **Class Make-Up Work Policy**

Parents are ultimately responsible for decisions relating to student absences. CCA encourages parents to carefully consider the academic impact on both students and teachers when students miss class for reasons other than illness.

Students who are absent from school for one day and have a written excuse from a parent or guardian will be given one school day to make up missed homework, projects, quizzes, and tests. Students who are absent for more than one day should generally be given one day for every day missed to make up the work. Students may be given an additional day after returning to school to make up quizzes and tests. Students who are unable to complete homework, quizzes, tests and other class related work due to long term illness will be given additional time to complete missed work. The student is responsible to meet with the teacher to determine a date for completing all work. In more extreme cases, students may be given a modified work load that satisfies both the academic integrity of CCA as well as the overall well-being of the student. In some instances it may be necessary for a student to withdraw from CCA or complete missed work during the summer months to satisfy the academic requirement. In both cases a meeting should be arranged and led by the Director of School Counseling to include the parents and teachers of that student to determine the best course of action.

Responsibility of the Student: **Students are responsible for initiating communication with each teacher regarding missed work due to absence from school or class.**

Student athletes missing class due to team commitments are expected to turn in all work on time.

Role of the School Office: The office staff will assist parents, students, and teachers in organizing student make up work material not available on the CCA parent/student portal. It is advisable for parents to call the school office in advance to verify that the material is available for pickup.

Long-term (preplanned absences): If a parent knows in advance that their student will be missing school for an extended period of time, it is the responsibility of the parent or student to deliver a written note (from parent) to the Director of School Counseling, at least two week in advance. The student is encouraged to stay current with his school work by accessing his online account while he is away. **It is the responsibility of the student to give each teacher a pre-planned absence form provided in the main office. Students will not receive credit for any work not submitted on time.**