

## **CISD Policies and Procedures for absents and make up work**

Below are the procedures and policies set forth by CISD in regards to students making up work when absent, when to ask for that work, planned absences, etc. Make sure you print this off or have it handy somewhere. This is the exact wording that will be in the 14-15 DIS student handbook that will be going online shortly for our community to see. Once again, just making sure we are all on the same page.

### **STEPS TO FOLLOW WHEN ABSENT:**

- A parent or guardian should call the school office to inform us of a student's absence.
- The student should present his/her written excuse signed by a parent or guardian to the office immediately upon returning. Notes may be verified by phone.
- Students should ask their teachers for makeup assignments. Assignments that are not made up will be reflected in their grades. Each student is responsible for seeing that all make up work is completed.
- On the second day of absence, the parent or student may request assignments from the campus or teacher if the absences are going to continue into the third day or beyond.
- The teacher will have 24 hours from the time of the parent request to gather the assignments. The parent, following the 24-hour window, may pick the submitted assignments up from the office.

### **STEPS TO FOLLOW PRIOR TO A PLANNED ABSENCE**

\* Students who have special or unusual absences (that are greater than two days or two class periods) are expected to notify in advance the campus administration. If approved, campus administration will request of the child's teachers that work be prepared in advance for the student. Teachers are asked to consider that the work to be given ahead of time is readily available and the student can reasonably be expected to complete the assignment(s) without direct instruction. Any assignment offered prior to an absence is due the first day a student returns to school. Absences are not considered special or unusual if they are for vacations, trips, work, babysitting, and non-school-sponsored athletic events and programs.

### **Make-up Work**

\* When students are absent, the work can be made up; however, the level of learning will not be the same as when the student has the opportunity to interact with teachers and classmates. Students are responsible for asking all their teachers for make-up assignments. Students are allowed one full day "make-up" time for each full day of absence. Students that miss partial days for school activities are still required to have their work turned in on time.