

~~PROCEDURES FOR MAKING UP EXCESSIVE ABSENCES~~
~~MIDDLE/HIGH SCHOOL~~

~~FILE: IKEA~~

- ~~—1. Time missed will be made up hour for hour.~~
- ~~—2. The work assigned for make up time will be supervised by a certified teacher or approved substitute teacher.~~
- ~~—3. Assignments given for/during make up time shall be appropriate for the class missed.~~
- ~~—4. Clear records shall be maintained to include amount of make up time required, work to be completed, and a reporting procedure back to the teacher(s).~~
- ~~—5. Parents shall be notified in writing of the requirements for a student to successfully make up excessive absences.~~

~~APPROVED BY BOARD~~
~~AND EFFECTIVE 10/4/93~~