



**Policy 4005**

**STUDENT EXPECTATIONS**

**MAKE-UP STUDY:**

When a student is absent, tardy or released early; he/she will make up the work missed. It is the pupil's responsibility to ask the teacher for the make-up work or to have another pupil bring home books and assignments. It will be the teacher's responsibility to make sure that all tests are made up, after giving the student a reasonable amount of time to prepare. K – 5<sup>th</sup> grade teachers will give students a reminder of assignments that need to be made up prior to making any grade deductions. The student will have 2 days for every day absent to make up his/her work plus additional time at the discretion of the teacher. Teacher discretion will be based upon such factors as length of time absent, reason for absence, volume of work to be made up and any other extenuating circumstances when making this determination.

**Adopted: September 2008**  
**Revised: February 16, 2011**

**All Saints Academy  
Breese, Illinois**

  
**Principal Signature**

  
**Pastor/Superintendent Signature**