



Administrative Guidelines

Department: Academics (OAAP)

Policy: N/A

Topic: Student Suspension Make-Up Work

Revised: May 2019

PROCEDURE

- Students suspended ten days or less will have the opportunity to make up tests and other assignments for credit.
- The student/parent/guardian will be provided make-up assignments for credit no later than two school days of returning from out-of-school suspension.
- Once students have received the assignments, they have the equivalent number of days to submit make-up work for full credit.
- It will be the responsibility of the principals to develop local school procedures that will govern this make-up work procedure. The procedures should provide fair and reasonable guidelines that give students the opportunity to make up work on a credit basis; a description of how assignments are to be communicated; and any other details that would make the local school procedure effective for both students and teachers.