

MANAGING ABSENCES AND MAKE-UP WORK

Mr. Galvin & Ms. Burrows

Missing school is difficult. We recognize that student's will miss school due to illness and sometimes for several days at a time. This letter provides a reminder of the **support systems and procedures** available when students return from an absence. We do our best to accommodate students, to welcome them back, and to offer support through the make-up process. Although it may be possible for students to keep up with some of their school work while at home, it is not an expectation that students can learn rigorous course material on their own. A student's primary responsibility is to **rest and get well**. The secondary responsibility is to keep up as best as possible with readings and other tasks that can be done independently.

Per Summit's Homework Request policy students have **two days** to complete work missed during every one day absent. However, on the **third consecutive day** of absence, parents may contact the office (summit.office@bvsd.org or call 720-561-3900) for class handouts. Teachers will provide these when available by 3 p.m. the following school day. However, as you know, the Summit experience is more than a textbook and handouts. Summit students learn in a community and from each other. Class discussions, Socratic Seminars, and labs cannot be recreated, especially at home when a child is trying to recuperate.

Teachers will work hard to help students make up essential learning when they return, but cannot reteach entire lessons. Upon return, students should **plan to meet with their teachers at office hours** to develop a fuller and more detailed make-up plan. Office hours are posted on our website under *Academics*. If just one day was missed and office hours are more than two days away, the student should make a lunch or study hall appointment with the teacher.

Students and parents are encouraged to check **Infinite Campus (IC) to track assignments** that were due during the absence and identify when these assignments need to be turned in. A link to IC exists on our website *Parents* page and on the BVSD homepage. We **just added a report feature that lists all missing assignments in one click**. When in the parent portal simply select the reports tab and click on missing assignments. If a student **misses a test**, the test is usually made up during study hall and available for the student to take by a certain date. **Science labs** are made up during after school office hours. To help students learn difficult concepts they missed or may not yet fully comprehend we offer **Math Lab all day on Tuesdays and English Lab all day on Wednesdays** in the room across from the office. Students may sign out of study hall to attend the lab, and this is highly recommend any time a student is needing extra help or struggle with a concept.

In spite of the many important demands on their time, members of the Summit faculty take very seriously the responsibility for providing quality instruction for all students, especially **when students need support the most**, as when returning from absences. Please be patient with the school and with your children. We appreciate students' and families' eagerness to make up missed work; however, depending on the length of the absence, it will take some time. If we **work together** with diligence and understanding, we will minimize the effects of absences on student learning. This letter is on the *Parents* page of the Summit website.