

Contacts

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A Parent Guide

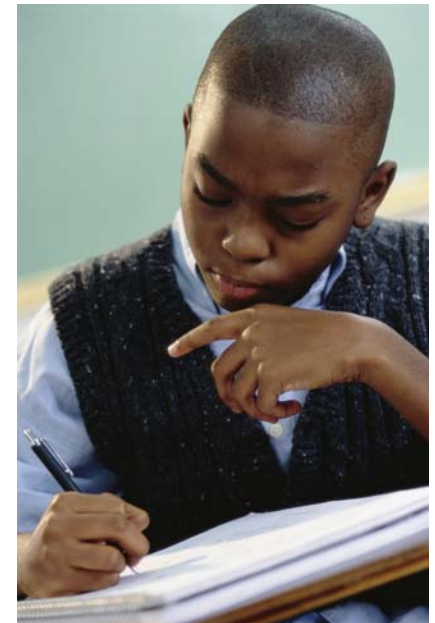
*Surrattsville High School
6101 Garden Drive
Clinton, MD 20735*

*(301) 599-2453
Alice Swift-Howard, principal*



Surrattsville HS

What Every Parent Should Know About MAKE-UP WORK



A Parent Guide

301 599-2463

Most Frequently Asked Questions

Q: Is my child entitled to make-up work for every absence?

A: No. Only those absences that have been determined to be Lawful Absences.

Q: What is a Lawful Absence?

A: As prescribed in COMAR 13A.08.03, Lawful Absences are as follows:

- Death in the immediate family
- Illness of the student
- Court Summons
- Hazardous weather conditions
- Work approved or sponsored by the school, the local school system or the State Department of Education.
- Observance of a religious holiday
- State emergency
- Suspension
- Lack of Authorized transportation (Does not include suspension from authorized transportation due to disciplinary reasons.
- Other emergency or set of circumstances (determined by Superintendent or designee)

Q: Where can I secure more information about Lawful Absences?

A: Ask your child's school for the School System's Attendance Handbook.

Q: What are considered Unlawful Absences?

A: Unlawful absence, or truancy is defined as the act of a student being absent from school for a day or any portion of a day for any reason other than those defined as a lawful absence from school.

Q: Since suspensions are Lawful Absences, when can I expect make-up work to be provided for my child?

A: If your child is suspended from one to five days, your child can request make-up work upon his/her return to school. If, however, your child is suspended for more than five days, all teachers must make work available within 48 hours of the suspension.

Q: Can my child pick up the make-up work?

A: No, Your child cannot come on school grounds during the suspension unless he/she is invited by the administration. You or someone you designate must pick up the work.

Q: Do I need to visit all the teachers in order to secure the make-up work?

A: No. The Guidance Office will make the request to the teacher and the make-up work should be sent to the Guidance Office for pick-up, unless other arrangements are made.

Q: How often can I pick up work for my child?

A: When one set of work is completed, you should call the Guidance Department (301- 599-2465) and inform them that work is being brought in. At that time, the counselor will request additional work. The teacher will have 48 hours to prepare the new work for your arranged pick-up in the Guidance Office.

Q: Is the make-up work graded?

A: Yes. You can request to see all graded work. However, credits may be awarded depending on the quality of the work received.

Q: Is help available for my child if he/she does not understand?

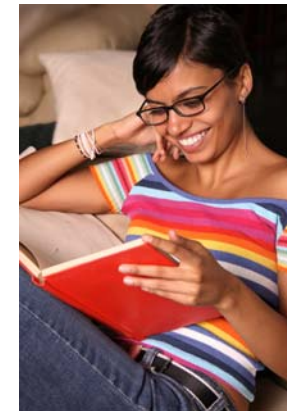
A: Yes, on a limited basis.+ Call the Guidance Office to set up a conference call with a teacher.

Q: Does my child have the same right to make-up work if he/she is expelled?

A: No. Once a child is expelled from school, he/she will not be eligible for any services, including make-up work, in the Prince George's County Public School System.

Q: If I have additional questions, whom should I contact?

A: Contact your child's administrator.



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