

Make-up work is allowed for students with any type of an absence. However, grades earned may be subject to a reduction due to unexcused absences/truancies. The classroom teacher will provide the student or the parent/guardian who requests make-up work with the information necessary to complete the make-up work, which may include:

- A list of pages covered during the absence
- Information about assignments or special projects
- A copy of all handout materials given during the absence

In 6-12 grade, the principal or designee may require that the student be absent up to three days before assignments are sent home.

A student will be allowed two (2) days for each day of absence to make up new material. It is recommended that make up work be completed with six (6) school days from the date of return after the absence unless exceptions are made by the principal/designee.

Except in extenuating circumstances, assignments or tests that were announced prior to the student's absence are due on the day that the student returns to school. The Board grants authority to teachers to make exceptions to this policy in cases of term papers or long range projects as long as students are informed of the different requirements at the beginning of the assignment.

The Board does not allow students to take final exams early except when approved by the principal or designee.

### **Reassessments**

Students shall be permitted to reassess or revise any assessment/assignment in which she/he has not demonstrated competency, with the exception of an EOC, within 5 school days that the grade was received, or no later than 10 days of the date of the test/assignment. The higher score earned on either test/assignment will be recorded in the grade book and the lower score removed (not averaged). In addition, teachers are encouraged to let students utilize retakes and revisions to improve letter grades.

### **Late Work**

Students shall be permitted to turn in late work two weeks prior to the end of the quarter (unless extensions are made by the principal/designee) as the purpose of the homework is to reflect student learning. This policy is meant to stress the importance of turning in work in a timely manner while simultaneously providing students the opportunity to learn at a different rate.



**ADOPTED:**

**AMENDED:**