



## Missing, Late, and Make-Up Work Policy

---

### Attendance

- ◆ According to the student handbook, students with excused absences must make arrangements and/or complete all make up work within 2 days of the absence.
  - ◆ Students who will be making up tests need to make those arrangements as soon as they return to school.
  - ◆ All work due the day of the absence will be expected on the day of the student's return. This includes taking a quiz or test that was given on the day you missed.
  - ◆ Students with unexcused absences as a result of out-of-school suspension will not be allowed to make up work on days missed.
- 

### Late Work

- ◆ Students who have missing work will not be allowed to make it up throughout the term. This is unfair to those students who take their responsibilities at school seriously.
- ◆ All work is expected when it is due! If you must turn an assignment in late, you only have until the following Monday to turn it in for any credit. For example, if an assignment is due on Tuesday, August 11, then you have only until Monday, August 17, to get the assignment turned in. If you fail to have it turned in by this date, then you can no longer receive any credit for the assignment. This is a very strict policy that will be followed! Take it seriously and turn things in on time.
- ◆ For those who do turn work in on time, you have a bonus incentive! As a reward for taking responsibility for your work here at school, if you are not satisfied with any grade, you have the opportunity to re-do, correct, or improve it. However, to take advantage of this opportunity you must have done the following:
  1. Turn the assignment in on time.
  2. Attempt every part of the assignment.
  3. Turn in the corrections in a timely manner.

You can re-do, correct, or improve any homework/classwork grade, quiz, essay, etc., but the only exception to this rule is that you will not be allowed to retake tests.

---

(Student Signature)

---

(Date)

---

(Parent Signature)

---

(Date)