

HARLAN COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

COUNCIL POLICY TYPE	POLICY NUMBER
<input type="checkbox"/> By-Laws (Council Operational Policy)	
<input checked="" type="checkbox"/> Function (School Operational Policies)	HC 007

POLICY TOPIC DESCRIPTION

HCHS MAKE UP WORK POLICY

POLICY STATEMENT

Make Up Work:

Make-up assignments or tests shall be made available to students after an excused absence or school related activity. Make up assignments will not be made available for unexcused absences. It is the student's responsibility to find out the assignments and make up the work within the allowed period of time for make -up work designated by the Harlan County Board of Education. Teachers shall inform students of the due date for all make up work on the day it is obtained by the student; however, it is the responsibility of the student to request make-up work and complete and submit said work for assessment by the due date. Students shall receive credit for satisfactory make-up work completed and submitted by the assigned due date, but students shall receive a grade of zero (0) for any assignment or test not made up within the allotted time. Make up work for students who miss a class/day with a school related activity shall be permitted to make up any/all work missed for that day. All make-up work shall be consistent and equitable with the work missed during the normal class period.

Submission of Excuses:

Students will have two (2) days upon returning to school to submit an excuse for their absence. Any excuses not submitted within two (2) days of returning to school will be marked as unexcused and students will not be permitted to make up work missed for those absences. Students who submit an excuse for an absence will be given two days to complete their make-up work for each day missed.

Policy Title HCHS MAKE UP WORK POLICY		
5-11-10 <hr/> 1 st Reading Bob Howard <hr/> Council Chairperson	6-1-10 <hr/> 2 nd Reading Bob Howard <hr/> Council Chairperson	7-15-2010 <hr/> Adopted Bob Howard <hr/> Council Chairperson