

HARLAN COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

<i>COUNCIL POLICY TYPE</i>	<i>POLICY NUMBER</i>
<input type="checkbox"/> <i>By-Laws (Council Operational Policy)</i>	
<input checked="" type="checkbox"/> <i>Function (School Operational Policies)</i>	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 five (5) days upon returning to school to submit an excuse for their absence. Any excuses not submitted within five (5) days of returning to school will be marked as unexcused and students will not be permitted to make up work missed for those absences except at the Principal's discretion. Students who submit an excuse for an absence will be given five (5) days to complete their make-up work for each day missed.

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

This policy was amended on January 10 2019.