

Makeup Work Policy

For excused absences, arrangements must be made with me (in writing) within the Student Code of Conduct's two-day period to make up assignments and tests. Assignments/tests missed for unexcused absences will receive a grade of zero.

Late Work/Tests will be awarded points as follows:

Block days and weekends are included in the makeup work time frame for assignments/tests that can be submitted online.

Weekends are excluded for tests/assignments that must be completed in the classroom, but block days are included.

On-time submissions – 100% of points earned

Up to **one** day late (1 minute to 24 hours) – **90% of points earned**

Up to **two** days late (24 hours, 1 minute to 48 hours) late – **80% of points earned.**

Up to **three** days late (48 hours, 1 minute to 72 hours) – **70% of points earned.**

Up to **four** days late (72 hours, 1 minute to 96 hours) – **60% of points earned.**

Up to **five** days late (96 hours, 1 minute to 120 hours) – **50% of points earned.**

Up to **six** days late (120 hours, 1 minute to 144 hours) – **40% of points earned.**

Up to **seven** days late (144 hours, 1 minute to 168 hours) – **30% of points earned.**

Up to **eight** days late (168 hours, 1 minute to 192 hours) – **20% of points earned.**

Up to **nine** days late (192 hours, 1 minute to 216 hours) – **10% of points earned.**

Up to **ten** days late (216 hours, 1 minutes and over) – **0% - Work will not be accepted.**

Communication is essential!

If conflicts arise in scheduling a make-up test or timed writing, it is the student's responsibility to communicate with me (in writing preferably) to set up a time for work to be made up.

Mrs. Smith's email address is holli.smith@sccboe.org