



## MONTGOMERY HIGH SCHOOL LATE WORK, MAKE-UP WORK POLICY

MHS strives to create a learning environment where all students can be successful. The following policies were developed to ensure that students have opportunities to earn credit for work that they either missed because of absences or did not complete by the assigned due date. These policies are similar to other high-performing high schools and follow state guidelines.

### **Late Work Policy:**

Meeting deadlines is a skill that will help students in high school and beyond. We encourage students to turn in work by the assigned due date to receive full credit. When that is not possible, late work will be accepted with the following conditions:

- Work turned in 1 school day or less after the due date will reflect a 20 point or 20% loss of credit.
- Work turned in 2 school days (2 class periods) late will reflect a 40 point or 40% loss of credit.
- Except in extenuating circumstances, work will not be accepted after 2 class days.
- Work graded in class will not be accepted late, as the answers were given to students.
- Long term or major assignments will not be accepted late due to the length of time students knew about the assignment.
- AP and Dual Credit classes will not accept late work because students can earn college credit in these classes and teachers must follow college level guidelines.

### **Make-Up Work Policy:**

- Students are responsible for obtaining work they miss due to absences. Alternate assignments may be given for some work such as science labs, group activities, etc.
- Students have the number of days absent plus one to get the make-up work turned in.
- In certain circumstances where a prolonged illness is involved, an extension of this limit may be arranged between the student and the teacher.
- Exams missed are to be taken outside of class time, within the make-up period and must be scheduled by the student.
- Pre-announced exams will be taken when the student returns to school after being absent unless other arrangements are made at the teacher's discretion.
- Students who are **truant** will not be able to receive credit for make-up work or exams.
- A **suspension** will be considered an extenuating circumstance for attendance purposes and make-up work will be allowed **for 70% credit of work completed**.
- Failure to do the work within the designated time may result in a grade of zero.

**Exceptions to the normal make-up policy include instances when the deadline was communicated in advance of an absence. In these cases, the work is due, regardless of whether the student is in attendance.**