

**HARLAN COUNTY HIGH SCHOOL SBDM COUNCIL POLICY**

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

**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 who submit an approved excuse for an absence will be given **two (2)** days to complete their make-up work for each day missed. Per HCBOE Policy 09.123, students will have **two (2)** days upon returning to school to submit a parent excuse for their absence. Also, per this policy, only two parent/guardian excuses per trimester will be accepted. Any parent excuse 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. It is suggested that students provide all valid excuses immediately upon returning to school for consideration in order to obtain and complete missed assignments and avoid grade reductions. Parent Portal is available to all students and parents and provides an opportunity to monitor grades and attendance. In addition to the potential for grade reductions, unexcused absences may also impact student eligibility for participation in extracurricular activities as well as student compliance with no-pass no-drive legislation (Reference KRS 159.051).

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

\*This policy was amended on January 10 2019.

\*\*This policy was amended on February 20 2019 in order to be in compliance with County Board Policy.

\*\*\*This policy was amended on July 11 2019 as an update to comply with County Board Policy.