

# CCHS Make-Up Work Policy

**Philosophy:** It is the Philosophy of the CCHS SBDM council that all work that is assigned is directed toward advancement of student knowledge. Therefore, each assignment must be completed to ensure that student learning is occurring at the prescribed rate.

- If a student misses a day of school with an **excused** absence, they will be given **one day for each excused day of absence to complete the assignment**. *It is the student's responsibility* to contact the teacher to get all necessary materials needed to complete the assignment in its entirety and confirm the due date for the assigned work.
- If the student is absent with an **unexcused** absence, the individual cannot receive credit for the assigned work.
- To encourage students to make up work outside of the deadline stated above, **students have a two week window to make-up excused absence work with a highest possible score of 70%**.
- Assignments completed outside of the deadline time frame will be handled by individual teachers.
- In cases of excused absences, tests **are to be completed upon the first day back from absence**.
- In the event of a lengthy absence, coordination from the teachers must occur to allow the student ample time for each test to be made up. Each teacher will determine the amount of time needed on a case by case basis.