

Make-Up & Late Work

Makeup Work Because of Absence / Late Work Penalty

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be expected to make up assignments within a period of time equal to the number of days the student was absent unless special arrangements are made with the classroom teacher(s). Teachers shall inform their students of the time allotted for completing makeup work after an absence; however, the student shall be responsible for finding out about the assignments and making up the work in a satisfactory manner within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to long-term project in accordance with time lines approved by the principal and previously communicated to students. Teachers may also assign a late penalty to any daily assignments. Willowridge High School late work penalty guidelines are as follows:

- 1 day late: maximum penalty of 15 points
- 2 days late: maximum penalty of 30 points
- 3 days late: maximum penalty of 50 points
- 4+ days late: At the teacher's discretion

At the teacher's discretion, late work can be accepted through the end of the 7th week of the nine weeks grading period. It is up to the teacher to accept any late work thereafter (prior to the end of the nine weeks grading period).

Retest Policy

In the event a student earns a grade below 75% in a regular academic class (Dual Credit) on a major exam (does not apply to semester exams, benchmarks, essays, class projects, quizzes or daily work), a classroom teacher may permit one chance of retesting under the following guidelines:

1. The student must attend the retest on the date provided by the teacher. The teacher must notify the student in advance about the retesting opportunity.
2. The student must attend a tutorial session in the subject area of the test (not necessarily same teacher) prior to the re-test.
3. Student must make corrections on the failed test prior to retesting.
4. The student must take the re-test before the next major assessment.
5. The student must take the re-test either before school or after school and not during the regular school day (unless Progressive testing is taking place). Testing arrangements will be made between the student and teacher.

6. If the student does not arrive on the scheduled day of re-test, the teacher has the option to disallow the student to retest.
7. The student can receive a maximum grade of 75% on the assignment after the successful re-test. The final grade recorded will be the higher of the two grades, the original test grade or the retest (not to exceed 75%).
8. Students may retest on the original assignment one time only.

Progressive Testing is another option for retesting. This option allows students to re-test non-mastered concepts by including the material in the next comprehensive examination. The grade made on this exam (if higher) will substitute the previous exam grade. If the grade is lower the student keeps the grade as is. There must be a minimum of two major exam grades each nine week period in order for progressive testing to take place.

Note: The above campus policies are in accordance with FBISD Policy under EIA-R Academic Achievement.