

Retest/Late Work Policy for 2016-2017.

Retest Procedures:

Students who do not pass a test will have an opportunity to retest provided they have completed missing work (class work and homework) associated with the unit and/or made test corrections within two weeks of the original test date.

The Following are School-Wide Expectations for Late/Missing Work:

- (1) Students are expected to complete all work assigned by their teachers.
- (2) The following are the deductions to be used for late assignments handed in within 10 school days of the original due date.
 - 1 day late 10% penalty
 - 2-5 days late 20% penalty
 - 6-10 days late 40% penalty
- (3) A student may still earn a zero if they fail to hand in the assignment within the 10 day window.
- (4) The original grade should be on the assignment before deduction so the student knows their level of mastery.
- (5) Working Lunch may be assigned to provide incentive for students to complete a missing assignment. Working Lunch may be assigned until the assignment is complete. If an assignment has been corrected in class; an alternate, similar assignment may be given.
- (6) Special consideration will be given in the case of extended absences due to injury or chronic illness.