Smoky Hill High School

Student Make-Up/Late Work Policy

The purpose of grading at Smoky Hill High School is to provide students with clear, consistent feedback on their academic progress, reflect their understanding of course content, and support their growth as lifelong learners.

Our community values strong teacher-student relationships, open communication, and student self-advocacy. We are committed to preparing students to be successful in a dynamic 21st-century world as they embark on their pathway of purpose.

Our grading practices reflect Smoky Hill High School's Mission and Vision by:

- Promoting student learning, responsibility, and academic growth.
- Ensuring all students have the opportunity to learn from their experiences and stay engaged in their education.
- Aligning with our commitment to high expectations and student success for all.
- Supporting student learning, intellectual growth, and the development of lifelong skills for success.
- Maintaining high academic standards and a commitment to student learning

EXCUSED ABSENCES:

- Make-up work must be submitted within two class periods after the original due date for the student to receive full credit.
- Student work will not be accepted after the two-class period deadline and will receive a NHI 40%/F.
- Work not submitted will receive a NHI 40%/F.

UNEXCUSED ABSENCES

- Make-up work must be submitted within two class periods after the original due date for the student earn a maximum of 75%/C.
- Student work will not be accepted after the two class period deadline and will receive a NHI 40%/F.
- Work not submitted will receive a NHI 40%/F.

NOT ABSENT, BUT WORK NOT TURNED IN:

- Student receives a NHI 40%/F.
- Make-up work must be submitted within two class periods after the original due date for the student to earn a maximum of 75%/C.
- Student work will not be accepted after the two class period deadline and the grade will remain at NHI 40%/F.

ADDITIONAL INFORMATION

- The expectation is that every assignment has a deadline and is to be submitted on time.

- Teachers and students are encouraged to consider all relevant factors regarding the absence or reasons for late work.

- It is the student's responsibility to check the Learning Management System (Schoology, Google Classroom, etc.) for missing work during the absence and communicate questions with their teacher on the day they return to class.

- If an absence is pre-planned, we strongly encourage students to speak with their teacher in advance to obtain any necessary work.

- Students who are absent prior to the due date of a major assignment (project, essay, research paper, or exam) for which a due date has been established are expected to complete the assignment on the day it is due. Any requests by students to adjust the due date must be approved in advance by the teacher.

- Make-up work shall be allowed following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

- Students who are out for an extended period of time must communicate with their teacher to establish appropriate deadlines for make-up work.

TESTS/QUIZZES/ASSESSMENT FORMAT: Teachers may require students who missed class to take an alternative version of a test/quiz. Content must remain the same, but the format and questions can vary.

ACADEMIC DISHONESTY: If it is determined that a student has engaged in academic dishonesty (including, but not limited to cheating, plagiarism, use of AI, etc) the assignment will be scored with a zero. If the student and parent(s) engage in a restorative conversation, the student can attempt the assignment again. **The highest grade this student can receive is 75%/C.** *Individual program policies may differ. Please see individual program handbook.

Teacher Gradebook Explanation:

UPDATING THE GRADEBOOK: Teachers will update their gradebooks every two weeks to ensure students and parents have an accurate understanding of the student's progress in the class.

We encourage teachers to utilize PowerSchool tools to communicate with students and their families using the following gradebook codes using symbols (missing, absent, late, etc.) for missing work.

GRADEBOOK CODES:

NHI 40% - no work has been turned in at all

NE 50% - something was turned in, but there was no effort/evidence to satisfy the assignment NU

NU 55% - student legitimately attempted the assignment, but lacked understanding

L - work was turned in past the due date

A - student was absent on the day the assignment was due

/ - student is exempt from the assignment