

# Science Department Policies

## Absent/Make-up Work Policy

You are responsible for picking up your missed work the day you return from an absence. If you have more than 1 excused absence in a row, see your teacher to work out a makeup-work schedule on the day you return.

### Test, labs and quizzes:

You will be allowed 5 school-days (not 5 blocks) to make up **tests, labs, and quizzes** that are missed due to an excused absence. (Saturday school is also a good option for making up tests and quizzes.) After these 5 school-days, you will not receive credit.

### Daily Work/ Homework:

# of days absent = # of days due date is extended

Example 1: if you are absent on a Tuesday, you pick up your work Thursday when you return to class, then it is due Monday.

Example 2: if you are absent on the day a project is due, then that project should be turned in on the day that you return.

If work is not made up by the extended due date, the late work policy applies.

## Late Work Policy

*This applies to all work not turned in on time unless it was because of an excused absence. Every day counts as one day late! You can turn in work to your teacher even if you do not have his/her class that day! Stop by his/her room, or place the work in his/her teacher mailbox in the front office.*

1 school-day late = up to 90% possible credit (-10%)

2 school-days late = 80% possible credit (-20%)

3 school-days late = 70% possible credit (-30%)

4 school-days late = 60% possible credit (-40%)

5 school-days late = 50% possible credit (-50%)

More than 5 school-days late = 25% possible credit (-25%)

**Late work will not be accepted if the assignment is incomplete!**

**Late work will not be accepted during the last week of the grading period – look at your calendar and prepare!**