EAU GALLIE HIGH SCHOOL
MAKE-UP WORK POLICY FOR STUDENT ABSENCES

Assignments

1. If a student is absent on the due date of an assignment, the student's digital access to the assignment will be disabled.
2. If the absence is **excused**, the student must submit the assignment on the **first day he or she returns to school** to receive full credit.
3. If the absence is excused and the student originally had **fewer than two days** to complete the assignment, the student will be given **up to two school days after returning** to submit the assignment for full credit.
4. If the absence is **unexcused**, the student must submit the assignment on the **first day he or she returns to school**. The highest possible grade for the assignment will be **49%**.
5. If the student does not submit the assignment upon returning to school, a grade of **0** will be assigned after **five school days**.
6. If a student is absent on the day an assignment is given, it is the student's responsibility to request the assignment on the **first day he or she returns to school**.

Tests, Quizzes, and Labs

1. Students must arrange to make up tests, quizzes, and labs within **five school days** of returning from an absence. If the assessment is not completed within five school days, a grade of **0** will be assigned.
2. Make-up tests, quizzes, and labs must be completed **outside of regular class time**, unless otherwise approved by the teacher.
3. It is the student's responsibility to coordinate a make-up session with the teacher.