

ATC Late Work and Make Up Work Policy

ATC 301

ATC prepares students to be successful in college as well as develop employment skills. Turning school work in on time provides students with the structure necessary to develop time management skills and task completion skills. This policy is intended to contribute to solid work habits and academic success.

Late Work

Work turned in on the due date may receive up to 100% credit.

Worked turned in after the due date will receive up to 60% credit. Students have one early release (ER) to complete work, and then the late work is due the following Monday. If the work is not turned in by the following Monday, the grade becomes a hard zero.

Students may ask teachers for an extension for work due. The deadline for asking for an extension is 4:00 pm the day before the assignment deadline. Teachers will grant the extension, however, excessive requests for extensions on assignments will be evaluated and addressed on an individual basis. The decision to grant or deny additional extensions lies within the discretion of the teacher.

Teachers will make best efforts to assign major projects with a minimum of one week (7 days) notice so that students can budget their time and have at least one weekend to work on the major assignment.

Make-Up Work

It is the student's responsibility to ask his/her teachers for schoolwork missed during absences and to complete all work missed. Make-up work must be provided by teachers if requested by a student. In addition, teachers will offer the resources necessary for students to learn missed material.

Students who have an excused absence, in accordance with Santa Fe Public Schools Compulsory School Attendance Policy No. 300, will be provided the same number of days to make up school work as they were absent. For example, if a student is absent 3 days, the work is due 3 days after he/she returns and the student may receive up to 100% credit for the make-up work. If make-up work is turned in later, students will receive up to a 60% credit. Students have one ER to complete work, and then the late work is due the following Monday.