

## Cy-Fair High Academic Late Work & Re-Do Guidelines

### **Late Work Policy:**

It is the philosophy of the Cy-Fair High School staff and administration that students should always turn in all work on the date it is due. However, in the event that there are extenuating circumstances that would prevent a student from turning in work on the day it is due, the following policy has been established for the campus:

\*Late work will be accepted after the due date with a reduction of 15 points per day late. No late work will be accepted past the second day late. 1 day late is a maximum grade of an 85%, 2 days late is a maximum grade of a 70% and 3 days late is 0%. This applies to Daily (Checks for Understanding Grades) as well as Assessment (Relative Application) grades.

### **Redo Policy:**

Students may take a comprehensive redo exam to replace one failing (grade of 70 or below) summative assessment grade per grading period with a maximum grade earned not to exceed 70%. Students will also have the lowest check for understanding grade assignment per grading period dropped, including if this lowest grade is a 0.

The redo exam will held in school or after school at the end of the grading period unless otherwise specified by the instructor.

Assessment grades **CAN** be re-done; however, the assessment in need of re-doing is to be done after school within 5 calendar/school days of the issued grade. Assessment re-do's must be hand-written in class after school with no more than two pages explaining why the student made the failing grade, what could have been done to prevent & improve this type of grade, as well as corrections (if applicable) to the assessment. Students that do not show up within the 5 day calendar deadline to re-do their lowest assessment grade, will keep their current grade on that assignment, and the grade is not eligible to be re-done at the end of the nine weeks. This is applicable to each nine weeks, with respect to one assessment per nine weeks that is eligible to be re-done. The maximum grade that can be earned is a 70%.