

Pre-Calculus Pre-AP
Make-up Work Policy

Philosophy: Success in Pre-Calculus Pre-AP is highly dependent upon keeping current with the material presented in class and working assignments in a timely fashion. Even though each class only meets every other day, students are generally on campus every day. Consequently, the deadlines for assignments will be based on whether or not a student is on campus on a given day rather than whether or not they are in class on that day.

Getting Caught Up: Your single best source for information that you missed because of an absence is to **get class notes** from a fellow student. If this alone proves to be insufficient, you still have a couple of options:

1. Bowie now subscribes to a video tutoring service, available at <https://www.itutoring.com/>. The USER NAME for this site is **bowiehs**, and the password is **bulldogs**. The calendar on my web site can give you the topic of the lesson, and *itutoring* almost certainly has a video that covers that topic. Bear in mind, this service should be used as a *supplement* to class notes rather than as a *replacement* for class notes.
2. If comprehension still eludes you, bring the class notes you got from a classmate to morning tutoring and we can go through the material together.
3. Please do not come to tutoring without first having done everything that you can for yourself. There are often many students needing help at morning tutoring, and I can provide you with much more assistance in much less time if you have some familiarity with the content before arriving.

Making Up Daily Work: Daily assignments are generally due for ALL students on the first class day after they are assigned. For points 1 – 4 below, consider a hypothetical assignment that is given on Monday.

1. For students who are in class on Wednesday, that assignment is due at the beginning of class. After that time is it late and is eligible for no more than half credit. Late work will be accepted up to 2 SCHOOL days (NOT class days) after the due date. Consequently, the Friday after this hypothetical assignment was given is the last day that this will be accepted for any credit.
2. Students who miss class on Wednesday because of a field trip but are on campus for at least part of the day Wednesday are expected to check and submit their assignments on Wednesday. After that, the above late rules apply.
3. Students who miss ALL classes on Wednesday for a field trip and are not on campus at any time during the school day must check and submit their assignments by Thursday to avoid late penalties. However, it is preferred that students in this situation submit assignments on Tuesday to avoid getting behind.
4. Students who miss class on Wednesday because of illness or trips must submit the assignment on the FIRST SCHOOL DAY (NOT class day) that they return to school following their absence. After that, late rules apply.

Making Up Quizzes: Quizzes are always returned on the next class day after they were administered. Therefore, quizzes may only be made up BEFORE quizzes are returned to the first Pre-Calculus Pre-AP class that took that quiz. For example, suppose that a quiz is given on Monday (an A day) during 1st and 4th periods and on Tuesday (a B day) during 8th period. Students may make up that quiz before school or during lunch on Tuesday or before school on Wednesday. Lunch on Wednesday is too late since the first batch of quizzes will be returned Wednesday during 1st period.

All students are expected to make up ALL missed quizzes in accordance with this timeline. To be excused from a quiz, a student must convince me that making up the quiz was literally impossible (an example would be a student who was away from school during the entire makeup window). However, since ALL students have a lunch period, there will be few situations in which making up the quiz is literally impossible. Quizzes that are not made up or excused by me will be recorded as zeros.

Making Up Tests: With a few rare exceptions, ALL students who are in class on test day will be expected to take the test on that day. A single absence – even if it was on the class day immediately prior to the test day – is NOT sufficient justification for a makeup test. If a student is absent from class for MULTIPLE days during a testing unit, that student should visit with me BEFORE that class period for which the test is scheduled so that we may discuss the best option.

Students who do not take a test on either of the 2 days for which the test is scheduled should not expect to take the same test as those who do.

In the event that a makeup test is in order, the following statement summarizes your responsibilities:

If you miss class on test day, then **BEFORE** the beginning of the next **SCHOOL** day (not the next **CLASS** day), you should either show up to make up your test (preferred) or contact me and tell me the date and time that you intend to make up your test.

Particulars

1. I am available every day before school and during second lunch. These time slots should accommodate 90% of all makeup test needs.
2. Please notice that the general statement above does NOT say, "contact me to discuss a date and time." Negotiating every single makeup test is simply too time-consuming. Makeup tests are available at predictable times. Pick one that works for you and notify me of your choice.
3. Be aware that a request to make up a test an unreasonably long time after the test date may not be approved. For example, if the day of the test is the only day that you miss class, you are expected to make up that test by the end of the next school day. Only in very rare instances should a test require more than two school days to be made up.
4. If your absence from class on test day is a planned absence (e.g., field trip, early release for athletics, dentist appointment, etc.), then it might make sense for you to take your test **BEFORE** the scheduled test day rather than try to arrange for a makeup.

All of the above guidelines are intended as general rules. Discretion for deviations from these general rules lies solely with me. If you feel that you need a variance, then you need to discuss your situation with me as early as possible.