

STUDENT ATTENDANCE

Homework Policy

A district policy explaining options available to teachers and administrators regarding STUDENT ABSENCES AND LATE ASSIGNMENTS.

I. Definitions

- a. Student Absences (Excused) – Excused absences are those student absences from school which fall under the purview of Wisconsin Statutes 118.15 (3) and (4). There are two categories of Excused Absences: Prearranged Excused Absences and Unanticipated Excused Absences. Each is explained below:
 - i. Prearranged Excused Absences – Prearranged excused absences are those student absences wherein arrangements have been made for the student to be excused by the school office and the teacher (s) concerned. Accordingly, a student who plans to be absent is required to request permission from the Principal’s office and to obtain assignments from teachers prior to the excused absence.
 - ii. Unexpected Excused Absences – Unexpected excused absences are those student absences from school for which arrangements between the school and the students described in the preceding paragraph have not been made. Absences falling in this category may include short-term illnesses (1-3 days), long-term illnesses (4 or more days), absences of the nature of an emergency in which the time element may preclude the student from making arrangements to be absent from school in advance.
- b. Student Absences (Suspension) – Student absences under this section of the policy are those absences which fall under the purview of Wisconsin Statute 120.13 (1) (b); they include absences by students who have been suspended from school for not more than seven (7) school days prior to an expulsion hearing as well as those who have been suspended from school for not more than three (3) days for violation of school rules.
- c. Student Absences (Unexcused) – Unexcused absences are those student absences from school which fall under the purview of Wisconsin Statute 118.16. Students who are absent from school without a legitimate reason may be considered to be truant from school.

- d. Homework Assignments – School work assigned by teachers which may be required to be completed by the student outside of regular class periods.
 - i. Short-term Assignments – Assignments due the next class meeting.
 - ii. Long-term Assignments – Assignments which are not due the next class meeting. This policy does not seek to specifically establish a number of days.
 - iii. Late Assignments – Late assignments are assignments not turned in at a time specified by a student’s teacher (s).
- e. Major Course Requirements – Major course requirements are those requirements laid down by the teacher, at the beginning of the course, which must be met in order to pass the course. Major course requirements may include all scheduled tests, final exams and quarterly or semester term projects or term papers.
- f. Incompletes – A letter grade “I” assigned to a student by a teacher when, at the end of a reporting period, it has been determined by the teacher that the student has been unable to complete homework because of a prolonged absence or other sufficient reason, as determined by the teacher.

II. District Homework Policy When a Student is Absent

It is the policy of the Pulaski Community School District that homework assignments or tests missed during a student’s absence are required to be completed after the student returns to school, unless other arrangements have been made with the teacher and approved by the principal or the principal’s designee.

- a. Procedures and/or Options

The following procedures and/or options are available to faculty and administration when making decisions regarding the acceptance or rejection of late assignments or student assignments turned in following an absence from school.
- i. Late Assignments – Upon becoming aware that an assignment is (or will be) late, a teacher has the following options:
 - a. Provide a grace period, extending the “due date” for the late assignment. During the time period there will be no penalty assessed.
 - b. Extend the “due date” for the late assignment and assess a penalty for turning in the assignment late. This penalty may not exceed the equivalent of one letter grade.
 - c. Refuse to extend the “due date” in which case the teacher may opt to either accept that portion of the homework which has been completed and base the teacher’s evaluation on only that portion handed in, or

refuse to accept the homework altogether, in which case the letter grade for that assignment becomes an “F” or the equivalent.

- ii. Criteria – In selecting one of the options outlined above, the teachers will take under consideration the following criteria:
 - a. The nature of the assignment. (Long-term vs. Short-term; Written vs. Performance).
 - b. The age, grade and ability of the student.
 - c. The work record of the student.
 - d. Any efforts made by the student towards ameliorating the consequences of the late assignment.
 - e. The amount of work completed by the student on the assignment.
- iii. Student Absences – The following procedures are prescribed in accepting student assignments following student absences in the categories indicated:
 - a. Prearranged Excused Absences – For absences of one day, assignments are due one day following the student’s return to school. For absences of two or more days in length under this section, a student will be allowed one day for each day missed in which to turn in assignments. In the event the student does not turn in completed assignments in the time specified, the assignment automatically becomes a late assignment and will be processed in accordance with Section IIIA, Sub-paragraphs (1), (2) and (3) of this policy.
 - b. Student Suspensions – For absences of one day, assignments are due one day following the students return to school. For absences of two or more days in length under this section, a student will be allowed one day for each day missed in which to turn in assignments. In the event the student does not turn in completed assignments in the time specified, the assignment automatically becomes a late assignment and will be processed in accordance with Section IIIA, Sub-paragraphs (1), (2) and (3) of this policy.
 - c. Unexpected Excused Absences – For absences not exceeding 3 days, upon return to school a student will be granted two (2) days for each day absent without penalty. For absences greater than 3 days, a student will be granted a maximum of 10 days to complete assignments without penalty. If the student does not turn in completed assignments in the times specified, the assignment automatically becomes a late assignment and will be processed in accordance with Section IIIA, Sub-paragraph (1), (2) and (3) of this policy.

- d. Unexcused Absences – Homework collected during a student’s unexcused absence may not be turned in for grading upon the student’s return to school following the unexcused absence. Likewise, homework assignments given by a teacher during a student’s unexcused absence may not be turned in by a student upon his/her return to school. Instead a letter grade of “F” or it’s equivalent, will be assigned to homework assignments collected or given out during a student’s unexcused absence.
- iv. Incompletes – When a letter grade “I” is assigned a student at the end of a reporting period the following procedure will be followed:
 - a. The student will be granted a maximum of 10 school days in which to make up the missing assignments or tests. If at the end of the 10 school days, the student has failed to turn in all, or part, of the missing assignments or tests, a letter grade of “F” or its equivalent, will be assigned to the remaining uncompleted assignments or tests. The teacher will then assign an appropriate grade for the grading period based upon the scores earned by the student on the total number of assignments or tests given the student for that reporting period. Exceptional cases will be dealt with on an individual basis and must be approved by the building principal.
- v. Student/Parent’s Rights – The following rights and/or obligations accrue to the student and parents or guardians under this policy.
 - a. Whenever a grade is adjusted by a teacher under this policy, upon parent request, a written statement setting forth the reasons under this policy, for adjusting the student’s grade will be furnished the student’s parent. If the student is a legal adult the request can be made by the student.
 - b. The student and/or the student’s parents or guardian shall have the right to have any decision to lower a grade reviewed by the District Administrator or designee. A request for review must be made within five school days after receipt of the written statement referred to in the preceding paragraph under this section. A request for review should be based on extenuating circumstances; any such review will be limited solely to the facts upon which the adjustment of the grade was based and not on the extent of the adjustment itself, provided the extent of the adjustment was in keeping with the parameters set forth in this policy.

III. District Homework Policy When a Student is Present

The following procedures and/or options are available to faculty and administration when making decisions regarding the acceptance or rejection of late assignments if a student is in attendance at school. If a student will be present but

will not turn in an assignment on the due date it is the student's responsibility to contact the teacher prior to the class when the assignment is due.

- A. Procedures and/or Options – Upon becoming aware that an assignment is (or will be) late, a teacher has the following options:
 - a. Provide a grace period, extending the “due date” for the late assignment. During this time period there will be no penalty assessed.
 - b. Extend the “due date” for the late assignment and assess a penalty for turning in the assignment late. This penalty may not exceed the equivalent of one letter grade.
 - c. Refuse to extend the “due date” in which case the teacher may opt to either accept that portion of the homework which has been completed and base the teacher's evaluation on only that portion handed in, or refuse to accept the homework altogether, in which case the letter grade for that assignment becomes an “F” or the equivalent.

- B. Criteria – In selecting one of the options outlined above, the teachers will take under consideration the following criteria:
 - a. The nature of the assignment. (Long-term vs. Short-term; Written vs. Performance).
 - b. The age, grade and ability of the student.
 - c. The word record of the student.
 - d. Any efforts made by the student towards ameliorating the consequences of the late assignment.
 - e. The amount of work completed by the student on the assignment.

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