

**Hillcrest Middle School**  
Late Work and NHI Policy  
2020-2021



**Late Work Policy**

Maximum Time to turn in NHI (Not Handed In):

School-wide: 5 school days

Points Deducted per day after due date:

5 points per day off the final grade

Absences:

- 3 days or less: 5 days to make up work without penalty from the date of return. After 5 days, work will not be accepted for a grade. NHI will be documented as final grade.
- 4+ days: 10 days to make up work without penalty from the date of return. After 10 days, work will not be accepted for a grade. NHI will be documented as final grade. Students with documented extended illness will be handled on a case by case basis with guidance from administration.

**Redo Policy**

All students have the opportunity to correct major tests (not projects) for mastery of content (80%). It is the student's responsibility to request this opportunity from the teacher according to the following guidelines:

- Students making less than an 80% (mastery) are eligible for the redo policy, and any redo must be completed within 5 days of the return of test date.
- Teachers can offer either test corrections or a condensed assessment retake of the standard requiring remediation.
- Redos must be completed during PAWS, 8:00 AM - 8:25 AM, or scheduled time with the teacher.
- Test corrections must be in writing explaining the correct answer and what mistake the student made.
- Recorded grade shall not exceed 80%.