

ASSIGNMENT RECOVERY POLICY

FCSD Board Approved - 12-14-21

If a student in grades 7-12, fails to turn in assignments for a course, they may be assigned an **I** (Incomplete). The assignment of an **I** should only be used in extenuating or emergency situations. (Examples may include, but are not limited, to the following: severe or continued sickness of student or family member OR family emergencies.)

The teacher will discuss the situation with the principal/designee. Upon approval from the principal/designee, the teacher will communicate with the student and their parent/guardian the need to complete make-up assignments and the implications of failure if assignments are not made up. The teacher should then complete the ***Assignment Recovery Form*** for the student in need of assignment recovery. The teacher, parent, student and principal (designee) will sign the form which states that the student has three (3) weeks after the end of the semester to complete and submit missing assignments to the teacher . If the work is not completed and submitted , the original grades for the course will be calculated and used as the course final grade.

ASSIGNMENT RECOVERY FORM

Please read the Assignment Recovery Policy dated 12-14-21. This form goes along with the policy and is to be used for a student who did not turn in assignments due to extenuating circumstances for a class and received an **I**. This form is to be completed by the classroom teacher upon approval of the principal.

STUDENT'S NAME: _____

GRADE _____

TEACHER'S NAME: _____

COURSE _____

_____ is missing the following assignments:

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-
- 7-
- 8-
- 9-
- 10-

Additional Teacher notes: _____

These assignments are to be completed and submitted to the teacher by _____.
(3 weeks from the end of the semester)

Teacher Signature - date

Student Signature - date

Parent/Guardian Signature - date

Principal(designee) Signature - date