

## CADDO PARISH SCHOOL BOARD

### **POLICY - PARTIAL CREDIT FOR MISSED WORK – SUSPENSION/UNEXCUSED ABSENCE**

Whenever a student is suspended, removed from a classroom due to disorderly conduct, or when the student's absence is unexcused, the teacher shall assign school work missed and the student shall receive either full or partial credit as recommended by the teacher as follows:

- A. Teacher shall assign school work missed and designate the time for completion of the assignment;
- B. Once the assignment is completed, the teacher shall (1) determine if the assignment is completed and turned in on time; (2) Determine if other students (those not suspended, removed from the class, or with an excused absence) received credit for the same or similar work; (3) If other students received points for the work missed in paragraph B(2) above, then the teacher shall grade the assignment and provide the student with an appropriate raw score of not less than 50% of the total points earned for the assignment.
- C. If the student believes the teacher improperly assigned the grade for the assignment missed, the student may appeal to the school principal. The principal or his/her designee may only review to determine (a) if other students received credit for the same or similar assignment missed; (b) if the student turned in the assignment timely in accordance with the teacher's directive; (c) whether the teacher assigned the total points in accordance with policy; (d) and whether an obvious error was made in the calculation of grade or the assignment of points, to which the principal shall refer to teacher for correction and/or revision of grade.