

REQUESTING SCHOOLWORK

Parents/guardians and/or students may request schoolwork if a student has had an extended illness. Schoolwork requests can also be made for suspended students if the suspension did not exceed 10 days.

The procedures for requesting schoolwork is as follows:

- Schoolwork requests must be made through the ACE High School secretary.
- There is a 48-hour wait period on the first request. The 48 hour time period does not include Saturday, Sundays, holidays or days that school is not in attendance.
- If there is more schoolwork to be gotten a second request is required. Another 48 hour time period is in effect. The same for a third, fourth or fifth request.
- If work is being requested but there is no completed work being returned, no more 'requested' work will be issued until completed work begins to be returned.
- Students with justified illnesses will have the amount of school days that were justifiably absent to turn in their make-up work. For example, if a student missed 10 days of school due to illness and the illness was documented, he/she would have 10 school days to turn in their missed assignments.
- Students on suspension will be expected to have all make-up schoolwork handed into their teachers on the day following their return. For example, if a student returns to school on Monday from a long suspension, he/she must have all make-up work turned into the teacher on Tuesday. Missing tests and quizzes could be given promptly upon the suspended student's return and student should be prepared to take any missing test or quiz.
- Students may communicate to the teacher through email regarding questions or concerns about the schoolwork, however, this method of communication may not always be timely for suspended students.
- Parents, guardians, and students should always call ahead to the ACE secretary at 1.248.726.5902 before picking up their work to see if work has been collected.
- If students are on suspension, they may not pick up work during school hours (7:15 am – 2:45 pm). Arrangements must be made to collect or return work before or after school. Suspended students are not allowed on Rochester Community School property during school hours when on suspension.
- The procedures outlined above do not apply to other high schools.