

**Middle School Late Work Policy
2015-2016**

When work is assigned, a due date will be given. The assignment is to be completed before you come to class that day, not during class or later in the day.

- If the assignment is not completed before the start of class, it is considered late work.
- You will have 5 school days to complete the work to receive credit.
- If the assignment is turned in after class on the day that it was due, you will be able to receive up to **90%** credit.
- If you bring the assignment in days 2-5 after it is due, you will be able to receive up to **80%** credit.
- After the 5th day, the assignment will be a **permanent** zero.
- Whenever a student has 3 late or missing assignments in a week, he/she will have a meeting with the principal.

Teachers will continue to make accommodations for students in special circumstances such as illness, injury, or another identified need.

Example: If the work is due on Monday, 1st period, and it is not completed at the beginning of class, it is late. If you complete it later that day and turn it in, you can receive up to 90% of the grade. If you turn in the assignment by Friday, the assignment may receive up to 80% of the grade. After Friday, the assignment will be given a permanent zero and you will not have the opportunity to complete the assignment for credit. **Teachers may adjust the policy based on individual need as well as current class dynamics.**

Please hand back by September 4th.

Thank you for your cooperation,
Middle School Staff

My child(ren) and I have reviewed and understand the Middle School Late Work Policy.

Parent Signature

Student Signature