

## Middle School Late Work Policy 2016-2017

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Students are expected to appear in class, on time, and prepared. Assignments are due on the day and hour in which the student has the class. If the work is submitted after class, then the work will be considered late.

### Formative Assignments/Daily Work

1 day late = 20% off

2 days late = no credit

### Summative Assignments/Projects or Tests

1 day late = 20% off

2 days late = 50% off

3 days late = no credit

Each student will be given two “oops passes” per class per semester. This will allow the student to turn in a formative assignment one day late for full credit with no penalty. The passes may be used on formative assignments only. Students may not use another student’s pass.

Students who are scheduled to be absent from classes due to athletics or field trips are required to turn in any work due on the determined day/time prior to their departure. Additionally, these students must take all quizzes or tests that are due that day, or make arrangements with their teacher to take them on the next school day. It is also the responsibility of the student to obtain all assignments that will be given on that day and due the next day in class.

When a student is absent, it is his/her responsibility to make up missed work. If work is incomplete due to an excused absence, a student will have the number of days plus one to make up assignments.

If a student is absent the day before a long-term project is due, it is still due on the original assigned date by the end of the school day. Long-term assignments are to be turned in the day they are due. Students must make arrangements to have projects delivered to school. Students who are scheduled to be absent from classes due to athletics or field trips are required to turn in any work due on the determined day/time prior to their departure. If a situation calls for an exception to this policy, the student must contact the teacher before the long-term project is due.