

# LATE WORK

## BELIEF STATEMENT

A standards-based grading and reporting system must be based on promoting success for students. Penalizing students for late work does not promote success for students nor does it motivate students to learn.

## DEFINITION

**Late work** is defined as work that is occurring or arriving after the correct or expected time. (Dictionary.com)

## RESPONSIBILITIES

**Teachers:** Teachers will set clear and reasonable timelines for work to be completed. Late work will not affect the students' academic grade, and students will be allowed to make up late work during the lesson/unit in which the standard will be assessed. Each teacher may implement an appropriate action such as a parent contact, notation in the grade book, or a mark in the non-academic indicator section of the report card. In the event that students habitually turn in late work, grade-level PLC's will discuss and implement customized strategies to promote academic success. Teachers will gather a variety of timely, adequate evidence to determine students' proficiency level in relationship to the standards by using summative and formative assessments.

**School:** It is the policy of Risley International Academy of Innovation that late work turned in during the lesson or unit will be evaluated and scored without penalty and recorded as a non-academic indicator.

**Students:** Students will communicate with the teacher in advance of a due date if there will be some hardship or obstacle that impedes timely completion. Students will be allowed to ask for extensions, but they must understand that extensions will be based on student needs. Students will also understand that all late work must be turned in before the start of a new unit. The students' goal is to have enough practice to perform well when assessed on the standard. Students will accept the implications of not turning work in on time.