

## **Vista School Late Work Policy**

### **Purpose:**

The purpose of the Late Work policy is to communicate expectations for student participation in the learning process. Our goal is for 100% of students to experience academic success in all of their coursework. To that end, we strive to foster a school-wide climate that rewards and acknowledges hard work, responsibility, persistence, and problem solving.

### **Late Work Policy:**

Students are expected to complete and turn in all assignments on time.

Late work is defined as all work turned in after the assigned due date.

Students who turn in late work will receive up to a maximum grade of 80%. (*Ex: If a student would normally score 96%, but turned it in late they would receive 80%, while students who score 76% would keep a final score of 76%.*) This gives students a way to raise their grade to passing, while ensuring consistent on time work is required to earn an A.

All late work must be turned in no later than the first-class period of the week in which the quarter ends. (*Ex: If the quarter ends on Friday, then A-day assignments would be due on Monday and B-day assignments on Tuesday.*)

All other assignments due on this day or later may be turned in until school ends on the last day of the quarter for full credit.

### **It is the responsibility of the teacher to:**

- Prepare meaningful lessons and assignments.
- Set reasonable due dates for assignments allowing for adequate time to complete each assignment or project.
- Communicate with students and parents expected due dates for assignments.
- Grade assignments in a timely manner and enter scores in Canvas.

### **It is the responsibility of the student to:**

- Complete assignments by the appropriate due date.
- Check grades often.
- Communicate with teachers if questions arise.