



## **Upper School Late Work Policy**

(For absences and missing assignments)

Any late assignment will **drop by a letter grade** each day it is not turned in. No assignment will be accepted after 3 class periods and will be an **automatic zero**. Teachers will still grade the assignment but the highest grade possible for each day the assignment is late will be the following:

Day 1- B

Day 2 - C

Day 3 - D

Day 4 and beyond - **ZERO**

***Example: A worksheet is due at the end of History class on Wednesday. The student does not turn it in until Monday (2 class periods late). The highest grade the student can receive after it has been graded by the teacher is a C for the assignment.***

### ***For absent students***

Students are responsible for completing any missing assignments and checking schoology on the day of their absence, whether it is excused or unexcused. If there is an issue with completing an assignment the student is responsible for communicating with the teacher.

The student has 2 class periods to complete missing assignments upon their return (including the day they return). Each class period that the student does not turn in an assignment, the late work policy will be enforced.

### ***OSS Students***

**Students on OSS will be responsible for turning in assignments on the same day as assigned for digital assignments. Paper assignments need to be collected by a parent or guardian from the school and are due on the day of return to receive credit. Any assignments not completed by the time the student returns will follow the late work policy.**