



**The following is the late work policy that will take effect for the second semester of the 2015-2016 school year. It is the expectation that every teacher in every class follow this policy.**

The following are the deductions to be used for late assignments handed in within 10 school days of the original due date.

- 1 day late            10% penalty
- 2-5 days late        20% penalty
- 6-10 days late      40% penalty

A student may still earn a zero if they fail to hand in the assignment within the 10 day window.

The original grade should be on the assignment before deduction so the student knows their level of mastery.

Working Lunch may be assigned to provide incentive for students to complete a missing assignment. Working Lunch may be assigned until the assignment is complete. If an assignment has been corrected in class; an alternate, similar assignment may be given.