

MMS Academic Late Work Policy

- Students earn up to 100% credit for work turned in on time.
- Students earn up to 100% credit for work turned in up to one week late with written communication via email to teacher and confirmation by a parent/guardian that work has been requested to be turned in late without points deducted.
- Students earn up to 70% credit for work turned in after one week without written communication.
- After one week - students must complete the Late Work Contract Plan for a chance to earn up to 100%. If the Late Work Contract is completed and signed (written/electronically agreed upon) by the student, parent/guardian, and teacher, then the student could still earn 100% credit for the work as long as the agreed contract is followed.
- Students earn 0% credit for work turned in after two weeks unless they have completed the Late Work Contract Plan. If the Late Work Contract is completed and signed (written/electronically agreed upon) by the student, parent/guardian, and teacher, then the student could still earn 100% credit for the work as long as the agreed contract is followed.

Teachers will update all grade books in Skyward weekly.

- Any missing assignments will have a score of zero and noted as missing.
- Teachers will also note next to missing that communication by a parent is needed for the zero to change.
- Teachers can delete the “communication by parent needed” statement once parents have confirmed in writing that they are aware of the student’s zero and effort to complete work in one week. The zero will be changed to the earned score per the late work policy.
- The zero in Skyward will help students and parents see what is missing and understand work must be done on the part of the student for the zero to be changed.

MMS Academic Late Work Student Contract

Student Name: _____ Date: _____

Teacher: _____ Class: _____

Assignment: _____ Due date: _____

I'm aware that my grade can and will be affected by incompleteness of the work above. I am responsible for completing the listed assignment(s) and will put a plan in place in order to successfully turn in my missing work. I am choosing to be proactive and take ownership of my actions.

What are the roadblocks (either intentionally or unintentionally) that have kept me from successfully completing this assignment(s)?

What are the effects (both short-term & long-term) of my lack of responsibility and if I do not complete the listed assignment(s) by the new due date?

What is my plan and timeline to complete the assignments?

Assignment: _____ New due date: _____

Plan:

What help do I need from my teacher to be successful? From other adults? My peers?

What am I going to do differently in the future to avoid missing, late, or incomplete assignments?

Student signature: _____ Date: _____

Teacher signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____