

January 17, 2011

## ACADEMIC LATE ASSIGNMENT POLICY

The academic staff in Science, Social Studies, English, and Foreign Language has adopted the following policy, effective the **second semester** of the current school year:

1. Two late assignments will be accepted per marking period with no penalty to the grade.
2. After the two late papers students will receive a “0” (zero) for any work not turned in on time. **Work may not be made up.**
3. This policy does not apply to long-term assignments. The **individual teacher** will set the policy for these assignments.
4. Makeup work after an absence: Teachers will be following the Washington County Policy that states students will be given the number of days absent to submit completed makeup work. Please see the county website for details: [http://www.wcps.k12.md.us/quality\\_academics/](http://www.wcps.k12.md.us/quality_academics/)
5. Students are responsible for speaking with teachers to obtain makeup work.
6. Quizzes and tests must be made up promptly after an absence.

The rationale of this policy change is to help all students become responsible regarding the completion of their academic work. The majority of our students are very responsible and complete their work on time. It is not the aim of this new policy to punish the students who are responsible.

Finally, the staff would like to impress on all students and parents that they should regularly look at Teacherease or Edline to view the progress of their student’s grade in a class. Teachers regularly update their grade books online: these grades reflect the student’s current progress in a given class. If you have a question about work that has not been turned in, please contact the teacher. Please do not request that your child make up which was not turned in at the end of a marking period. This is in violation of this policy.

Note: The Math Dept has its own Late Policy. Please refer to the syllabus from each class for the guidelines. Math homework is reviewed daily in class. Students are not excluded from this review because of failure to complete the homework but it does not allow them to turn in the work late.

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