

Jenks Middle School 2008-2009 Late Work Policy

- It is the responsibility of teachers to have well prepared and meaningful lessons.
- Assignments given by teachers are integral parts of the instructional process; therefore, each should be completed by students to maximize learning and to provide assessment of student skills.
- Teachers will set reasonable due dates for assignments allowing for adequate time to complete each lesson and associated projects.
- It is the responsibility of the students to complete assignments by the appropriate due date(s).
- As a courtesy and means of student support, it is expected that teachers communicate weekly the due dates for major projects and tests to parents.
- It remains the primary responsibility of the student to record details of the assignments and due dates for assignments, tests, and projects.
- It is the responsibility of parents to monitor their child's progress in school, to include the student's current academic performance and completion of homework and projects.
- It is the responsibility of the parent to establish regular study times at home for the student to accomplish the assigned schoolwork.

Late Work Procedures

1. Late assignments will not receive full credit.
2. The student will have the opportunity to complete the assignment by attaching a "Late Assignment Notice" to the assignment. This form must be signed by the parent and returned to the teacher on the next school day following the assigned due date. Assignments turned in late will receive 50% of the earned grade.
3. Students may only have four Late Assignment Notices per class for each semester (two per nine-week period). After this, late assignments will not be accepted and a grade of zero will be given.
4. Projects will lose 10% of the earned grade for each day late up to three. After the third day, the grade for the project will be a zero. This policy can be superseded if a written project agreement is provided to students/parents in advance of the project due date.
5. In accordance with school board policy, students who miss class due to an unexcused absence will receive no more than 59% on schoolwork the day(s) or hour(s) he/she is absent. Students who miss schoolwork due to truancy will receive a zero.
6. Students receiving a zero in any class will not be eligible for the Trojan PRIDE Program.