



## **NCA Junior High Late Work Policy**

Late work happens. If a student is unable to turn work in by the expected due date, they should discuss their circumstances with their teacher. If possible, this discussion should take place *before* the due date. Junior high teachers will work with students and are more willing to give grace on deadlines when students are proactive in discussing the assignment with their teacher.

It is important that work is turned in on time as concepts build upon each other. Unless other arrangements have been made, work turned in late will receive a penalty. Work turned in after the deadline will receive a 10% penalty per day and will not be accepted after the fifth day. All missing assignments are marked as such and calculated at 0%.

If a student has an excused absence for illness, they will have a grace period equal to the number of days absent in order to complete the work assigned in class on those days. (Ex: if a student misses one day of class, they have one additional day to complete the work.) Students are responsible for scheduling a time to take missed tests/quizzes within a week of their return and for getting make-up work on the first day back from the absence.

Extended absences due to COVID-19 or related symptoms longer than 3 days will require collaboration between the parent/student and teacher regarding when work is to be due. The principal will also collaborate when necessary.

Any other additional exceptions may be approved between the teacher and student.