Patrick Taylor Late Work Policy
2025 - 2026

Patrick Taylor holds students to high expectations in order to ensure they're prepared for their future. Meeting deadlines and being held accountable for completing their schoolwork in a timely fashion is incredibly important preparation for their futures. Because of this, Taylor has a campus-wide late work policy that will be used in every teacher's classroom.

For student athletes and those attending school sponsored field trips, the expectation is that students reach out to their teachers before the missed class(es) for their work and to plan any make-up dates. It is the responsibility of the student, not the teacher, to reach out regarding assignments.

If a child received an assignment at school but is absent on the date an assignment is DUE, the child is expected to turn in that assignment on the day he/she returns to school.

Please read this policy and familiarize the expectations to avoid any misunderstandings.

Policy:

Late major/minor assignments will affect a student's grades. The following policy is in effect for our entire student body.

Late Work-
Turning an assignment in late will affect a student's grades in the following ways:

- **Assignments categorized as participation are not eligible for submission after the original due date provided by the teacher of record. A 50% F will be earned.**
- **For assignments that are categorized as major or minor, they may be turned in on the next day their class meets and in exchange they will have 10 percentage points deducted from their earned grade. This opportunity qualifies as their opportunity for grade recovery.**
- **Major/minor assignments submitted later than one day earn a 50% F and are ineligible for grade recovery. Students may submit this work for teacher feedback, as long as that is the teacher's policy. This ensures that students do not fall behind in academic progress.**
- **Students that miss an assessment will be given an alternative version of the assessment. These assessments must be completed within three days of their return. Students should communicate with their teacher to establish the make-up time and location.**

Make-Up Work (due to an excused absence)-
When a student is absent from a class and is excused, the following guidance must be followed to earn a grade for their missed work:

- Students absent for one to two days are given three days to complete all make-up work due while they are absent. For example, a student absent on Monday only

would have until the end of the school day Thursday to complete all missed assignments from Monday.

- Students absent for three to five days are given one calendar week from their return to complete all make-up work due while they are absent. For example, a student absent Monday, Tuesday, and Wednesday would have until the end of the school day on the following Thursday to complete all missed assignments.
- Students out six or more days must meet with their teachers to determine a plan for completion of work in a timely fashion.

In all cases of a student being absent and wishing to complete make-up work, it is the responsibility of the student to communicate in writing with their teacher about makeup work. <u>If a student fails to discuss their responsibilities with their teacher within ten days of their return, they will earn 50% for all missed work including major assessments.</u>

Special note for students with the "extended time" notation on a 504 or IEP document:
Extended time students fall within the above categories, unless their plan specifically states that they have "flexible deadlines." In this instance, students would have to communicate <u>in writing</u> with their teacher on the exact due date plan for them to ensure accommodations are met.

If there is any confusion regarding this portion of the policy, please reach out to the assigning teacher for specifics regarding their expectation.