



# Late Work and Recovery Policy

After an **absence**, students receive the same number of days as their absence to complete missed work for full credit.

(Example: Student misses Monday. Work will be due Wednesday after a one day make-up window on Tuesday.)

After this make-up window, teachers may begin deducting points for **late work**.

Students who are **present** but **fail to submit work** are immediately subject to a late work penalty.

Students coded as **Participate Remote/School Activity** have two days upon return to submit missing work.

(Example: Student is coded PR Tuesday. Work is due Friday.)



## Late Submission Penalties

- Up to 15% deduction if submitted within the unit timeframe
- Up to 25% deduction if submitted after the unit ends
- Deductions are from the grade earned on the assignment

(Example: Student earns an 80. Grade reported is a 68 within the unit or a 60 after the unit ends.)



## Recovery Work

- For recovery assignments, a grade cap of 75 applies and no additional late penalties should be deducted.



## Zeros and Late Submissions

- If a student submits an assignment after the next major assessment, the grade is capped at 75 and recovery is not allowed.

| Grade on the assignment | Grade - Late within the unit | Eligible for recovery? | Recovery Grade | Grade - Late after the unit | Eligible for recovery? |
|-------------------------|------------------------------|------------------------|----------------|-----------------------------|------------------------|
| 100                     | 85                           | n/a                    | n/a            | 75                          | n/a                    |
| 95                      | 81                           | n/a                    | n/a            | 71                          | no                     |
| 90                      | 77                           | n/a                    | n/a            | 68                          | no                     |
| 85                      | 72                           | yes                    | up to 75       | 64                          | no                     |
| 80                      | 68                           | yes                    | up to 75       | 60                          | no                     |
| 75                      | 64                           | yes                    | up to 75       | 56                          | no                     |
| 70                      | 60                           | yes                    | up to 75       | 53                          | no                     |

For additional information, please see [Board Policy IHA](#).