



2023-2024 Late/Missing Work Policy **Terramar Academy of the Arts**

- Students needing extra help will receive it from their teacher during Multi-Tiered Systems of Support in class.
- Students choosing not to complete work, but who are able to do so, will complete work with support during Titan Time (before/after school).
- Teachers may adjust the time based on the individual needs of the student and/or assignment.
- In order to accurately reflect a student's academic performance level, teachers will accept late work and missing work for full credit if the work is submitted within the timeframe, with the procedures and parameters below.

Time Frame:

- K-2 Grades: By the end of the marking period
- 3-8 Grades: Within 10 DAYS of the end of the unit.

Procedures:

- The practice/coursework/assessment will be marked with the "Missing" special code in the gradebook with a 49% in line with district grading practices.
- No Evidence (NE) will be entered for the standards attached to the practice/coursework/assessment
- If the work is submitted as Late Work (see terms below), the NE or 49% score will be changed to reflect the student's actual score with no deductions or penalty.
- If the work is not submitted as Late Work or does not meet conditions for Late Work, the score for the practice/coursework/assessment will remain at 49%.
- Students will still be responsible for turning in late work in addition to their current coursework, which results in the natural consequence of a heavier workload. The primary consequence for students not completing the work is to complete the work.

Parameters:

In order for Late Work to be accepted, students must meet the following parameters:

- Assignment is not a timed activity (such as a Quick-Write Essay)
- Assignment is not a Long-Term assignment (over multiple weeks)

If a student meets the above criteria, he/she will be issued full credit for the work submitted (no added penalties or caps on the grade that can be earned). The teacher will mark the student's assignment with the "Late" special code. If the assignment is an assessment, the proficiency level of the standards attached will be entered.

Please note: Accommodations included in a student's IEP, 504, or EL plan may supersede the above Late Work procedures. Consult with the student's Service Coordinator, counselor, or the student's support team.