



Missing and Late Assignment Policy

(Voted on and accepted by the Board of Trustees on January 21, 2021)

- It is each student's responsibility to access Google Classroom regarding missing assignments or makeup work due to absences from the class. Students will be given one day for each day's excused absence to complete missing work without penalty.
- All missing work will receive a zero. Late work will be accepted only up to 5 days after the due date **with prior permission from the instructor.** However, each day an assignment is late, 10 percent will be deducted.
- After the fifth day, the assignment will no longer be accepted, will be considered missing, and receive a zero.

Students with IEP or 504 plans that have questions about late work should contact your Case Manager.

For extenuating circumstances approved by the Director of School, late submissions of projects may or may not be subject to a deduction of points, and/or letter grades.