

## Late & Absent Work

### **Late Work Policy:**

Late work will be accepted, provided it is submitted prior to the "cut off dates" announced in class. Students will not be penalized for their first late assignment each quarter. Subsequent late work, however, will negatively impact their Work Habits grades.

We may require students who are missing assignments to work at lunch to get caught up.

**A note about late work due to "technical difficulties":** As education increasingly includes technology, students need to be prepared for the inherent issues they may encounter. To this end, students are expected to plan their use of technology accordingly. This includes starting assignments early enough to deal with any technical issues that may arise, having a back up plan for when the printer runs out of ink, etc. **\*\*If you know ahead of time that your student will not have access to technology (an internet-enabled computer and a printer), please let us know so that we can help find a suitable alternative or solution.**

### **Absent Work Policy:**

Students are responsible for finding out what they missed during an absence. They may do this by checking with their teachers upon their return or checking on our team website, although this site may not always have the most up-to-date information. Students should not wait until they attend the class from which they were absent in order to find out what they missed. They can stop in any time to speak to their teachers and submit work!

Students are expected to make up all missed work within one week of their return from an absence. Work turned in after this time will be considered late.

When quizzes, tests, or project due dates are announced in advance of a student's absence, these assessments must be taken or handed in immediately upon return.

At any time, students may see a teacher to request a "Plan of Action Contract for Absent Work" to assist them in organizing their make-up work. We **STRONGLY** recommend this for students absent more than three days in a row.

## Extra Help

### **Philosophy:**

As students mature, they become more responsible for their own learning. We are available and willing to help any student who seeks out help. We do not often require students to take advantage of the extra help we offer, but we often encourage it.

### **What extra help can teachers provide?**

We are typically available at lunch to help any student needing extra time or assistance. We are also available by appointment before and after school many days.

### **What can my student do to help herself/himself?**

1. Use the resources we have available (team website, classroom assignment boards, etc.)
2. Utilize the binder organization systems we provide. This avoids lost papers and makes studying easier.
3. Spend 10-15 minutes at home each night writing down or explaining the main things they learned that day.
4. Do homework the day it's assigned, rather than waiting until the night before it's due. This gives kids the chance to seek help before an assignment is due.
5. Voluntarily attend Mill Creek's After-School Academy on Tuesdays, Wednesdays, and/or Thursdays.

### **How can I help my student if he or she is struggling?**

1. Check PowerSchool together, and have a conversation about low scores and what can be done to improve them.
2. Create a designated, distraction free time and place for homework. If a kid knows that from 6-7pm she has to sit at the dining room table and do academic work, she's more likely to focus her attention and get her work done.
3. Print out the homework calendar for each week, and have your student show you completed work each day. It's okay to require that your child bring home all of their homework, even if it was "finished at school".
4. Review your child's work and planner. Write reminders to him asking him to follow up with his teacher about questions and concerns (rather than contacting the teacher directly yourself). Follow up with your child and/or the teacher to insure the conversation occurred.
5. Consider setting rewards and consequences for academic performance, and then backing off and letting students earn these as they see fit. At this age, many students need to find their own path to success and may not benefit from being "micromanaged".

## **Grading Systems and Criteria for Evaluation:**

### **Academic Grades:**

Academic grades represent the level of mastery of instructional objectives. Academic grades will be based on assessments.

### **Performance Assessments (Summative) - 85% of final grade**

These are assessments OF learning that indicate how well a student has demonstrated knowledge of content. Items in this category include unit (chapter) assessments, major performance tasks, and smaller performance tasks meant to assess a single objective.

\*If a performance assessment does not demonstrate adequate mastery, the student may be required to redo it. Students can also elect to redo assignments if they themselves are not satisfied with their performance, provided they completed all required tasks prior to the original assessment. Additional preparation is also likely to be mandated in order for a student to be eligible for a retake, and retakes must be taken within the time period specified by the teacher.

### **Practice Assessments (Formative) - 15% of final grade**

These are assessments FOR learning that demonstrate how well a student is progressing in his/her learning. Items in this category include independent practice on daily work and brief progress checks.

### **Work Habits & Citizenship Performance:**

Success in life requires not only knowledge, but good work habits and citizenship. Students will receive a mark in each class to indicate how well they are developing in each of these areas.

#### **Work Habits**

Students will be assessed on their daily work habits and will receive a mark based on turning work in on time, using classroom work time effectively, producing "best effort" work, and other work habits within the classroom.

- E - Exceeds standards
- M - Meets standards
- P - Progressing towards standards
- N - Not meeting standards

#### **Citizenship**

Students will be assessed on their citizenship and will receive a mark based on their ability to demonstrate traits such as courtesy, respect, appreciation, honesty, cooperation, initiative, and self-discipline.

- E - Exceeds standards
- M - Meets standards
- P - Progressing towards standards
- N - Not meeting standards