



# Standards Based Grading: Late Work Guidelines

## Guiding Principles for Late Work:

- Teachers must make expectations for meeting timelines/deadlines clear to students.
- Penalizing students for late work distorts the academic grade's representation of student achievement.
- Penalizing for late work can motivate the exact opposite behavior that is intended. As penalties for late work may lead students to conclude that it no longer makes sense to do that work.
- Having absolute deadlines (and penalties) for everything does not prepare students for the world beyond school. In the "real world" timelines are frequently negotiated or adjusted to circumstances; deadlines range from fixed to considerably flexible.
- No studies support the use of a low academic grade as punishment for late work, though a student's struggle with timeliness of turning in assignments can be addressed in the Spartan Grade or comment in PowerSchool.
- If we want students to be responsible and timely, then we can teach them and help them along the way, rather than assume they will learn the lessons through punitive practices. Penalizing students for late work distorts the academic grade's representation of student achievement.
- Teachers must make parent contact if there are concerns.

## Guidelines for Late Work:

**Students are required to submit both formative and summative tasks on the due dates. Practices related to supporting students in meeting deadlines include:**

- Due dates are negotiated for major summative tasks/tests with the class.
- Due dates are allowed within a range of dates.
- Extensions for submission of assignments are based on individual circumstances, after a conversation between teacher and student has occurred.
- Firm due dates for major summative assessments are communicated in advance.
- Students who miss a firm due date for a summative task will be required to communicate the situation to the teacher.
- If a student fails to submit formative or summative work on time, there will be consequences:
  - Teachers will communicate with parents about missing/late work.
  - Teachers can request a meeting with the student to discuss missing/late work.
  - Teachers may implement a missing/late work assignment form, establishing a contract between the teacher and student so the student knows they are responsible for their assignments.

- A progress report may include NEE (Not Enough Evidence) if a student has not shown evidence of their learning on a standard.
- The Spartan Grade or Feedback in PowerSchool, may indicate the student is not proficient (not meeting expectations) for completing work on time (SMS Only).