



**FISHER
MIDDLE SCHOOL**

Where Learning Takes Flight!

Dr. Phinnize J. Fisher Middle School Late Work Procedures

In order for Fisher Middle School staff to support students in their learning, the evaluation of completed work partnered with feedback for growth is essential. This process is layered with communication, differentiation, as well as timeliness. In order for students, even in the event of a known absence, to have access to this feedback, the work they complete needs to be returned to the teacher in a timely manner. The following criteria will outline Fisher Middle School's philosophy as it pertains to late and/or missing work:

Missing Work Due to Not Handed In

- Work not submitted by the due date will be recorded as a zero (0) upon receipt. Students will have no more than 5 days to complete the work and get it turned in.
- The gradebook will identify work not completed by the due day as Not Handed In (NHI) and that will have a value of zero in the gradebook.
- Students remain responsible for completing all assigned work, even after a zero has been recorded.
- When late work is submitted, it will continue to be evaluated based on the quality of the student's work and evidence of learning.
- When a student refuses to do in-class work, a brief description of the choice to not do the work should be communicated home. If the work is due at the end of class the teacher will assess what, if any, work has been completed. The student would have until the assignment deadline to complete the work.
- Work assigned is expected to be completed by the assigned date due.
- Classwork may become homework if attempted but not completed during the class period. That work is due the next day's class meeting. If turned in during or before the next class meeting, the student will receive credit for the learning shown.
- Teachers will handle unique situations on a case-by-case basis and have the autonomy to determine whether they will accept work beyond the due date.

Missing Work Due to Student Absences

- Work missed because of an excused absence will be recorded as MDA.
- Students have **five (5) school days** after returning from an excused absence to submit missed work unless alternative arrangements are made because of an extended absence or other extenuating circumstances.
- Students are responsible to get makeup work from their teacher(s). This should be done in advance of a known absence.
- Provisions to make up school work missed during extended absences can be worked out with the teacher(s)/team concerned.