

## Hightower Trail Middle School Late Work Policy

Hightower Trail Middle School believes responsible work habits are crucial to student success in all academic levels and the workforce. We understand the shift to online learning will be challenging, and students will need to be granted some grace in learning to navigate the many features of the new platform, CTLS. We also must hold students accountable for meeting deadlines.

In order to reward conscientiousness, allow flexibility for tech issues, and hold students accountable, we will be using the following guidelines for work submission.

Assigned work is expected to be submitted by the due date.

1-2 days after due date: no penalty, parent contacted

3-4 days after due date: 10-point penalty, parent contacted

Any work submitted after this time frame can achieve no grade higher than a 50%.

Appropriate time is built into the schedule for students to complete work by the deadline. The two days of grace are to accommodate any tech issues that may occur. Students are encouraged to be proactive and contact their teacher for assistance as soon as any problems arise.