**Ooltewah Middle School**



 **5100 Ooltewah Ringgold Road**

#  **Ooltewah, TN 37363**

 Telephone (423) 238-5732 Fax (423) 238-5735

### Principal, Mrs. Chrissy Easterly Assistant Principals, Mrs. Cindy Wages

###  Mr. Rodney Johnson

August 14, 2015

Dear Parents and Students,

In an effort to be consistent and fair to all students, we have decided to implement a school-wide late work policy. We believe this policy is fair for both classroom and homework assignments.

For the upcoming school year 2015-2016, the Ooltewah Middle School Staff will implement and adhere to the policy outlined in this document. Please contact the teacher if needed.

It is recommended that students seeking assistance with any assignment speak and work directly with their teachers as they will be able to recommend strategies to improve success on assignments. Students should speak directly with teachers regarding tutoring hours or to arrange additional assistance outside of class time.

Late Work Policy

1. Late work includes classwork as well as homework.
2. Assignments are considered late if submitted after the teacher’s established due date.
3. The highest grade a student may earn on a late assignment is **90% if turned in one day late.**
4. The highest grade a student may earn on a late assignment is **80% if turned in two days late.**
5. The highest grade a student may earn on a late assignment is **70% if turned in three days late.**
6. **NO** late work will be accepted after three days.

We encourage you to continue using Power School as well as your student’s agenda and teacher websites to stay aware of grades, possible missing assignments and due dates. As always, do not hesitate to email or call your child’s teacher with any questions or concerns.

I have read the late work policy. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Student Name*

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*Parent/Guardian Signature Student Signature*