**Mrs. Quintana’s 4th Grade Class**

**Late Work Contract**

I agree that it is important to turn in my class work and homework assignments on time. I will show responsibility by turning in my assignments the day they are due.

If I have circumstances that cause my assignment to be late, I understand that the late work policy is as follows:

* One day to one week late: 10% will be taken off the assignment (10 points for a 100 point assignment
* one week to two weeks: 20% will be taken off (or 20 points off a 100 point assignment)
* Assignments that are over two weeks late will begin at 70%.
* Late work due to absences will receive one week to make it up without penalty, and after the allotted time, will follow the late work policy.
* If late work becomes habitual, other consequences will be enforced such as doing homework during recess, etc.

My teacher will help me by giving clear expectations about due dates. She will post all my grades on the online gradebook in a timely manner so students/parents can check online for any missing assignments. My teacher will also print a “Missing Work” list for students to review as needed.

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 Student Date

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 Parent Date

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 Teacher Date