Summary

The Apex Learning Virtual School late work policy is an important aspect of supporting student success. This policy is intended to be universally administered by ALVS teachers in all courses, unless otherwise specified to meet the needs of a district partner program or a student requiring an individualized learning program.

The policy provides consistent expectations for all students; keeps students on track for success; alleviates teacher-time in record-keeping tasks; and contributes to a culture of competency-based learning.

Policy

Late Work – Apex Learning Curriculum
(Does not include Middlebury Interactive World Language courses)

Students are expected to follow the due date schedule in their course and as such should strive to submit their assignments before or on the assigned due date. There may be times where a student is unable to submit work on-time and the following details address our instruction team’s practice to penalize late work.

- Unit activities are accepted during a one-week “grace” period following the unit test date. All teacher-scored activities must be submitted by the Friday before the final exam or the Friday before the final unit test when the course does not include a comprehensive final exam. This allows teachers appropriate grading time and student’s time to focus on their final exam.
  - Exception:
    - Subjects with assignments due during the final week of course.
    - Documented illness, emergency, or circumstances dictating a review.

The policy applies to teacher-scored activities only: practices, labs, journals, explorations, tests.

In order to set our students up for success, late work guidelines have been included in the Online Student Policies and Procedures document and the Policy Details distributed to District Partners.

<table>
<thead>
<tr>
<th>Late Work Policy Details</th>
<th>Scoring</th>
<th>Impact on Feedback &amp; Turn Around Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>All unit work and exams can be submitted for full credit up to one-week grace period after that unit exam's due date.</td>
<td>Full credit possible</td>
<td>Turnaround time of three school days or less and formative feedback provided</td>
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<tr>
<td>Work submitted after the Unit Teacher Scored Test grace period, up to the final Friday prior to the course final exam.</td>
<td>10% point deduction</td>
<td>Turnaround time for late work may be extended, up to 7 school days from the submission date. Late work may receive limited formative feedback.</td>
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<tr>
<td>Work submitted after the Friday prior to the Semester Exam</td>
<td>No work will be accepted during the week of the final exam, unless the due date falls that week.</td>
<td>Teacher will notify students who submit work after this date that it will not be accepted</td>
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</tbody>
</table>

The final semester grades will be posted by the Friday one week following the final exam due date.

Again, every student should recognize that staying on schedule is key for academic success.
Late Work, World Languages Courses on the Middlebury Platform

A modified policy exists for student taking Chinese, German, and Latin on the Middlebury platform. For these courses, if an assignment is not submitted by the due date, the gradebook score will automatically turn to a 0 the next day and display a red “Past Due” notation. Students may submit late assignments, but the following penalties apply:

1. **2 weeks prior to the mid-terms**: Late assignments will receive full credit until 2 weeks prior to the mid-term, when students will receive a 2-week warning from the teacher. Late work submitted after this warning—any late work submitted from the first half of the term, including the mid-term—will receive a 10% deduction for each late assignment.

2. **2 weeks prior to the Friday before finals**: Late assignments from the second half of the course will receive full credit until teachers issue a second 2-week warning. Again, late work from the second half of the term submitted after the warning will receive a 10% deduction for each assignment.

3. **All work submitted after the Friday prior to the Semester Exam will receive a 0**, unless the assignment due date occurs after that day. If the student does not complete the semester final on time, they will receive a 0.

If a student cannot complete an assignment in a timely manner because of extenuating circumstances, it is the student’s responsibility to communicate with the instructor at least 48 hours in advance of the due date to request additional support.

The final semester grades will be posted by the Friday one week following the final exam due date. Again, every student should recognize that staying on schedule is key for academic success.