DVHS Late Work Policy

The importance of on-time submission: Submitting your work on time is crucial for keeping up with the course and for taking full advantage of the feedback provided by the instructor. Feedback is a vital tool for improvement and learning. When work is submitted late, your opportunity to use this feedback effectively is diminished. Timely submission of your work ensures that you can incorporate feedback into subsequent work, enhancing your learning experience and academic performance.

- **Assignment Schedules**: All work is expected to be completed on or before the due date listed on the course assignment schedule.
- **Deductions**: Submissions of work after the due date listed on the course assignment schedule will incur the following deductions:
    - 15% of the earned grade will be deducted for work submitted after the due date posted on the assignment schedule has passed.
    - Work submitted three weeks past the due date posted on the assignment schedule will not be accepted for a grade.
- **"MSG":** After a due date has passed, the instructor of the course will post a "MSG" for missing work. The "MSG" is intended to notify students, parents, and facilitators that the student has fallen behind. Students have three weeks to submit their missing assignments.
    - "MSG" calculates as a zero.
    - Once work is submitted, the student's earned grade, to include the late work penalty (if applicable), will replace the "MSG."
    - After three weeks has passed, the "MSG" code will remain.
- **Final Deadline:** All student work eligible for submission must be submitted before 11:59 PM Eastern on the last day of the quarter. Work submitted after the quarter ends will not be accepted for a grade.
- **Extenuating Circumstances:** If you believe that an extenuating circumstance exists that precludes meeting the posted deadline, please reach out to your teacher who will then consult with DVHS administration.

If you know in advance that you will be absent (school sporting events, medical appointments, etc.), please contact your teacher to let them know that you will be out for an excused absence.

If you have an excused absence for such things as illness or a sporting event, please contact your teacher as soon as you return.

Please note: This policy will not be applied to summative assessments (culminating activities such as module or unit tests, final essays, or the end of course exam). However, summative assessments must be submitted by the last day of the course.

For more information, please visit the DoDEA absence policy at https://www.dodea.edu/education/studentservices/attendance-program

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