

Dear Fifth Grade Families,

This week your child began receiving their first homework assignments. Sometimes, even with the best intentions, these assignments can be missed. Below I have outlined the late assignment policy for fifth grade. Late assignments reset at the start of each new quarter.

- **First Late Assignment: Freebie** - Late assignment is documented, but no penalty. We are all forgetful sometimes!
- **Second Late Assignment: Ask for an extension** - If a student advocates for their needs, they will be granted one extra day without penalty. My goal is for students to learn to take responsibility for their own materials, and to practice advocating for their needs.
 - This might sound like: “Mrs. Kole, I left my folder at home. Can I please turn in my assignment tomorrow?”
 - This does NOT sound like: “Mrs. Kole, my mom forgot to put my homework in my backpack.”

If a student chooses not to ask for an extension, or has additional late work, the following deductions will be made:

- A 5% deduction will be taken off the final grade for any additional late work. For homework assignments that are worth 2 points, the maximum grade a student can earn is 1.5 points.
- A 10% deduction will be taken off the final grade for assignments that are lost and for which they need a new copy of the assignment. For homework assignments that are worth 2 points, the maximum grade a student can earn is 1 point. Students will be responsible for asking for a second copy of any lost assignments.

How long will late assignments be accepted?

- **Late assignments will be accepted until the end of the unit.** Once a unit test has been given, any outstanding assignments from that unit will remain a zero in the gradebook.
 - For example, students may turn in late math assignments on multi-digit multiplication until they have taken the test on Multiplication.
- **All late assignments must be submitted at least three days before the end of the quarter.**

The late assignment policy pertains to both homework and classwork. While students are given ample time to complete tasks at school, sometimes students do not turn in their assignments, or do not use their time wisely. In these cases, a due date for classwork will be given to students. Any assignments not completed by the given due date will be considered late.

Thank you for reviewing the homework and classwork expectations on late work with your child!