

Mrs. Leitner's Redo and Late Work Policies

Purpose: Mrs. Leitner **BELIEVES** in you! She wants your grade to reflect your thinking and learning. She also believes that school life prepares you for real life. Therefore, she has developed the following **POLICIES** regarding late work and redos in order to:

1. Capture a true reflection of your understanding of course content and skills
2. Encourage reflection and personal growth
3. Help students develop responsible and respectful habits and life skills
4. Meet her own deadlines and requirements in relation to things like reporting grades and completing report cards

Teacher Discretion: All opportunities for turning in late work and/or redoing an assignment/assessment will be granted at the **SOLE DISCRETION OF MRS. LEITNER**. She will consider many factors when determining if she will accept an assignment late or allow a student to complete a redo. These factors include, but are not limited to: student's effort, student's previous assignments, factors impacting the student outside of school, and other circumstances brought to her attention.

References: Mrs. Leitner has developed these policies through careful consideration of **RICK WORMELI'S** work on grading and assessment, as well as through professional conversations with other educators, and her own classroom experiences for more than a decade.

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Late Work: In order to turn in an assignment past the due date, students must request an **INCOMPLETE ASSIGNMENT FORM**. This must be completed, signed by a parent, and turned in to Mrs. Leitner with the assignment attached **NO LATER** than one week after the assignment was due or one week prior to the last day of a marking period (whichever comes first). This allows Mrs. Leitner to assess and input grades in a timely manner. Mrs. Leitner reserves the right to deny students the opportunity to turn assignments in late, as noted in the "Teacher Discretion" portion of this document.

I have **READ AND UNDERSTOOD** the terms in this document.

Student: _____ Date: _____

Parent: _____ Date: _____

Redos: Learning happens at different times and different rates for everyone. Many people would not have driver's licenses if they were judged on their first driving test. Therefore, students who want to show **CONTINUED GROWTH** towards learning targets may request to redo assignments and assessments. Students must complete and return a **REDO REQUEST**, have it signed by a parent, and staple it to the original assignment within a week of receiving it. Again, Mrs. Leitner reserves the right to deny students the opportunity to redo assignments/assessments, as noted in the "Teacher Discretion" portion of this document. Mrs. Leitner also reserves the right to alter or replace the original assignment/assessment with another appropriate task to assess learning.