

Assignments (continued)

The following District 122 guidelines will apply to work that is not completed on time:

- An assignment turned in after its due date will be considered "late".
- "Late" assignments **will be** accepted after the due date. Students will be allowed two (2) homework extensions to receive full credit for late work that is turned in within two (2) school days. Assignment turned in after three days, or the third late assignment and beyond, will be subject to a 20% penalty.
- The Late Assignment Form must be completed and submitted with the overdue homework.
- Assignments that are never turned in will result in a 50%.

Absent Work

The completion of work that is missed while a student is absent is the responsibility of the student. Upon returning to school after an absence, the student is expected to utilize his/her Advisory period to visit the class that was missed and collect any missed notes, assignments, homework, etc.; and agree upon a timeline for turning in the absent work.

- Absent work turned in after the timeline that was agreed upon will be considered "late".

Grading

Trimester grades will be made up of a combination of in-class assignments and activities, small projects, homework assignments, quizzes and tests. The following "weights" will be used in determining trimester grades:

▪ <i>Assignments / Activities / Small projects</i>	-	25%
▪ <i>Quizzes</i>	-	25%
▪ <i>U.S. Constitution Test</i>	-	25%
▪ <i>Illinois Constitution Test</i>	-	25%

Redos/Retakes

According to District 122's Grading Practices and Guidelines, students may request to redo/retake an assignment/quiz/test. However, redos/retakes are subject to teacher discretion. Permission will most likely be granted unless the student is not following the spirit of the redo/retake practice.

The student must complete the requirements that are in place on the Test Redo/Retake Form.

Students will be allowed two (2) redo/retake opportunities.

Students will not be allowed to redo/retake an assignment/quiz/test unless:

- all work that was related to the unit is completed,
- they demonstrate a further commitment to learning the material, and
- the Redo/Retake Form is completed and signed by a parent.

The highest grade will be the one granted and recorded in the gradebook.

Website

Please visit my website, which is accessible from Liberty's main page.

Contact Information

Please feel free to contact me, at any time, with any questions/concerns you may have throughout the trimester. Email: jhavlin@nlsd122.org Voicemail: 815-462-7951 (ext. 6440)