

The One-Page Late Work Policy

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Fill it in, print it, put it in the syllabus. Drawn from the guide at ElevateTheNorm.com/late-work-policy/ — no new claims, no email required.

Check two things first. (1) Your district may have a board-approved grading policy — a unilateral floor that conflicts with it is a problem that is not pedagogical. (2) An IEP or 504 plan governs for that student, without exception.

The six parts

#	Part	Mine
1	What the deadline is for If nothing downstream depends on it, it was arbitrary.	
2	The floor Bottom of the scale, not of the number line. 0 on a 4-pt scale; 50 on a 100-pt scale.	
3	How lateness is reported As conduct. Not deducted from the grade.	
4	The window One window, published, held.	
5	The make-up session Cost is time, not points. Put it MID-unit.	When:
6	Who keeps using it Log on page 2. Read it, do not punish with it.	

Practice work and assessments are not the same event

Type	What late means, and what to do
Practice problem sets, drafts, reading checks	Its job was to tell you what to reteach, so late means the information arrived after you needed it. Scoring it down does not recover that. Collect it, use it, record the lateness as conduct.
Assessment essay, project, unit test	The deadline is when you claim to know what the student can do. Keep a window, but a narrow one. After it closes, have them demonstrate the standard another way.

The Window Log

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Part 6. A late work policy is also a referral system — the repeat names are the finding.

Student	Assignment	Days late	Asked before?	What I noticed

Read this at the end of each unit, not the end of the term. Three students using the window every time is not a late work problem — it is a signal about workload, home or organization. The “asked before?” column tells you whether your front door is actually open: if it is always blank, saying so once in August was not enough.

Three policies, and what each one costs

Policy	Honest about	Costs
Zero after the due date	The deadline is real.	One zero can sink a quarter on a 100-point scale, so the grade stops describing what the student knows — and a student already failing has nothing left to work for.
10% off per day	Proportional, and students understand it.	The number is part knowledge and part calendar and nobody can tell which. After five days it is a zero wearing a nicer coat.
Full credit, no deadline	The grade reports learning only.	Real and measured — homework completion fell by over a third in one high school class when late penalties were dropped.

The sentence for a parent, ready to use

“The work is still required. The deadline is still real. There is still a consequence, and it is time rather than points. What changed is that the report card now tells you what your child knows, instead of a blend of what they know and when they handed it in.”