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**Pentucket Regional Middle School**  
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Dear Parent/s:

This note is to inform you of the established school-wide “late assignment guideline” which was developed with input from classroom teachers and the consensus of the “Educational Leadership Team” (comprised of Team Leaders and Administration). We recognize and appreciate the importance of maintaining as consistent an approach to such matters as possible, while still allowing for reasonable discretion in carrying out the process. It is vital that students learn to take responsibility for completing assignments in a timely manner. Good work habits are an important component of academic success.

**Graded Long Term Assignments**

(Any assignment that is not standard homework i.e. book reports, compositions, research papers etc.)

- Students will lose 10 points for each day the assignment is tardy. On the fifth day, the student will have earned no credit (0) for that assignment.

**Homework**

- It is extremely important that nightly homework assignments be completed on time. Student performance is significantly enhanced if they are prepared for class (much the same as attending practices for sports in preparation for the game).
- If an assignment is submitted one day late, it will be accepted for 50% credit. Thereafter, no credit (0) will be recorded for that assignment.
- It is important to note that some teachers require students to maintain notebooks which are expected to contain homework assignments and grades are assigned as part of notebook checks. It is in the student’s best interest to complete the homework despite tardiness as it is included as part of the notebook grade.
- We recognize that on occasion students may encounter emergencies, more commonly medical, that may interfere with completion of assignments. Typically, students will have at least the same number of days as they were absent to complete their assignments. Such circumstances will be handled in a reasonable manner, at the teacher’s discretion.

Robin L. Wilson  
Principal