

**Trinity Christian School**  
**Late Work Policy**  
**2024-2025**

*“Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.” Colossians 3:23-24*

Students are expected to submit all homework, projects, and assignments by the due date/time to receive credit. It is the student's responsibility to keep track of assignment deadlines and to plan accordingly. **As late work promotes sloth, Trinity Christian School will not receive late work. Credit for late assignments and homework enables students to develop the habits of procrastination and irresponsibility.** Late work also puts a burden on teachers for maintaining records for late work. Teachers may require students to turn in work for no credit.

In the case of an extracurricular activity, if an assignment, quiz, or exam is due on a given day, and the student is in attendance on that day, the student must turn in all assignments, take any quizzes or exams on that day before one leaves for a sporting event or have pre-determined a time with the teacher that the assignment/quiz/exam will be taken. Failure to do so will result in a zero given on the assignment, quiz, or exam.

If the student arrives at school after the period where the assignment, quiz, or exam was due or given, the student must meet with the teacher and make arrangements to turn in the assignment or take the quiz or exam that day or at a time that is convenient to the teacher. **Students who are absent (excused) on the day an assignment is due will be granted an extension equivalent to the number of days absent.** Late work will not be accepted with the exception of extreme extenuating circumstances such as illness or family emergency, these exceptions will be made at teacher discretion on a case-by-case basis.

**Unexcused Absences:** Students whose absences are recorded as unexcused will not be allowed to make up tests or quizzes missed during the period of such an absence.

**Grace Pass Protocol:**

- Secondary students will receive two non-transferrable “grace passes” per semester for each class.
- If circumstances prevent a student from completing a daily assignment (not a project or any assignment holding weight higher than a daily assignment such as a lab report in science), the student may turn in a grace pass for a 24-hour (or one school day) extension at no penalty. If the assignment is turned in within a day, then it is graded and recorded with no penalty.
- If a grace pass is turned in for an assignment, and the assignment is not turned in within a day, the score will be a zero as that work will be late.
- Only one grace pass can be used per assignment.
- Grace passes may not be used on the last two days of a semester.
- If a secondary student does not use a grace pass in a particular semester, 1% per grace pass turned in on the date of the exam will be added to the semester (final) exam for high school. Middle school students can turn in their grace pass to add 1% per grace pass to the lowest test score from the semester, if turned in at the end of the term.
- Grace passes will be handed to each student upon beginning a semester. They are non-transferrable and should be handled similar to currency. If they are lost, then they are invalid.