



Students are encouraged to remain active in their course and to regularly turn in and complete assignments. For this reason, **target due dates for each student will automatically be generated for each course**, for all assignments, based on their start and end date of the course.

We understand that students may have an unexpected illness, planned trip, or other needs that prevent them from completing work. We also understand that further flexibility may be needed in moments of emergency. **If a student is experiencing a true emergency he or she should contact the teacher as soon as is reasonably possible and discuss possible exceptions to the late policy outlined below.**

The penalties for assignments turned in past the allotted target due date are more severe to encourage students to avoid the penalty and to remain active in their online course.

#### **Penalties:**

All assignments may be turned in before the target due dates without penalty. Students turning in assignments early and utilizing the target dates can create natural break points in their course to use for vacations and planned breaks.

Assignments turned in between 15 and 29 calendar days past the target due date will be penalized at 30%.

Assignments more than 30 calendar days past the target due date will have temporary zeros added into the gradebook until they are turned in. Once they are submitted, they will be penalized 30% until a semester test and/or final exam is taken in the course or the semester ends. The penalties will be deducted on the late work as the teacher processes penalties biweekly.

**The first semester in a two-semester course will automatically end 30 days after the semester 1 exam target date. The second semester will automatically end on the last day of the student's enrollment. If a student has not completed an assessment and takes the semester exam and/or a final exam, or the 30-day grace period for the 1<sup>st</sup> semester has passed, the student will receive a permanent 0 on all assessments that were not turned in including the exam. No assessments for that semester may be turned in after a semester exam is completed or once the semester has a grade.**

#### **Christmas Break**

Sevenstar will not give penalties for work that misses a target due date between December 20 and January 4 as long as all work for that time period is caught up by January 15 and students are current with their existing work prior to December 20.

This does apply only to classes using Sevenstar teachers and does not impact any deadlines that occur before December 20. It also does not change any end dates of the courses.