

IB MYP Traditional Work Policies

Mr. Kelly- Individuals and Societies- bkelly12@cps.edu

Ms. Clark- Science- caclark@cps.edu

Ms. Viado- Mathematics- gaviado@cps.edu

Mrs. Bryer- Mathematics- baubrey@cps.edu

Ms. Meza- Diverse Learners- nmeza11@cps.edu

Mr. Hutson- Diverse Learners- bahutson@cps.edu

Hello parents,

Listed below are the policies and procedures in place regarding submission of work for all classes.

The academic week runs from Monday through Friday each week. Should any work be missing at the end of the academic week on Friday, it must be submitted **the following Monday by 3:45pm** to be graded for full credit. Hard copy work will be turned into the teacher at the beginning of class, and electronic assignments must be **emailed to the teacher**. Any late work submitted after Monday will be accepted for 60%. This policy is in place to ensure that students are academically successful throughout the academic year.

Students who miss classes are responsible for speaking to each of their teachers individually to identify the assignments that they have missed. Students may email their teachers using the email addresses above to identify assignments that must be made up. Work that is made up after missing school must be submitted no later than 3 academic days. Any work not submitted by the end of the third academic day after an absence will receive a 60%.

Plagiarized work will receive a score of 50%. Plagiarism is using someone else's work or ideas as your own. For example, if you copy someone else's words (or figures) from a website, and paste them into your document, that is plagiarism. Students must work individually on quizzes and exams without any assistance from persons or things. Any student found to be cheating on a test or copying another student's work will receive a score of 50% for that assignment. It is the student's responsibility to protect work from copying. All students are expected to turn in high quality, original work for all assignments.

Feel free to email any of the teachers listed above with questions or concerns. We look forward to a productive and successful school year!