



Mountain Valley Academy

High School Add/Drop & Late Work Policies

Add/Drop Policy

Adding a course must occur within the first two weeks of each semester. After two weeks, you will not be allowed to add any courses.

Courses may be dropped through the fourth week of each semester. By tracking the student progress/grade earned in each course, families have the opportunity to evaluate whether or not the student desires to continue to be enrolled in a specific class. MVA students have until the end of the fourth week of each semester to drop classes without earning a failing grade. Students who drop a class after the fourth week will have a Withdrawal/Fail on their transcript for that course.

If you have any questions regarding your student's schedule, please make an appointment to meet with your advising teacher immediately.

Late Work Policy

In an effort to assist students in developing effective time management, a skill necessary for success in all endeavors throughout life, the following late policy is in effect:

- One day late = drop one letter grade
- Two days late = drop two letter grades
- Three days late = drop three letter grades
- Late work will be accepted for 50% reduced credit no later than one week after the due date.
- Students may not turn in missing parts of assignments/projects after the due date for that project.

Assignments are due on the date assigned during the class period. Work turned in later in the day will be considered late. If work is submitted via email, the emailed assignment must be in by the start of the class period. If the student is going to be out of town when an assignment is due, it should be submitted before departure in order to earn full credit.

Exceptions to this policy include serious illness or family emergency, for which a note/email from a parent/guardian will be expected. If a student wants to earn full credit for an assignment and cannot be on campus (due to illness or other circumstances) the work must be dropped off in the main office or scanned or emailed to the teacher by 3 pm on the due date.

As in all areas of Independent Study (and life!) communication is essential. Let teachers know if you are having difficulty with an assignment, if you have travel plans, or other circumstances which effect your ability to submit work in a timely manner.



A SUCCESSFUL LEARNER: Values Learning, Collaborates, is Engaged and Independent, Perseveres, has a Positive Attitude, is a Problem Solver, Respectful, Responsible and a Risk Taker.



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Please return this signature page to MVA High School Study Hall by Friday, August 26 with both student and parent signatures.

Add/Drop Policy

We have read and understood the policy for adding and dropping courses.

Student name _____ Grade _____

Student Signature _____ Parent Signature _____

Late Work Policy

We have read and understood the policy regarding late work.

Student name _____ Grade _____

Student Signature _____ Parent Signature _____



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