

DEPARTMENT OF ENGLISH
LATE SLIP

*Print this form, fill it out,
and have a parent or guardian sign it.*

Name: _____

Today's Date: _____

Date due: _____

Number of days late: _____

Percentage lost: _____

Parent Signature: _____

DEPARTMENTAL LATE POLICY

The English Department at RCHS believes that in addition to strong critical reading, writing and thinking skills, a well-developed sense of responsibility and the ability to turn work in on time is critical to college success. To that end we have decided to implement the following late policy in all our English classes:

On time work means a hard copy, turned in at the beginning the student's English class on the day it was due.

Late work: all work that is not handed in at the beginning of the period on the assigned due date is considered late unless the student has an excused absence or has received prior permission from the teacher.

Penalties: late essays and projects lose 5% per of their worth per day up to 50% (two weeks late). Work turned in ten days or more days late can receive no more than 50% credit. Late homework receives 50% credit. **Students who are absent on the assigned due date are expected to turn the work in the day they return unless other arrangements are made.** Any non-illness related exceptions to the late policy **MUST** be made in **ADVANCE** and **WILL NOT** be granted on the day something is due. (This includes cases of technology malfunctions.)