

Absent/Late Work Policy

Absent Work

Students who miss school with an excused absence will have two days upon their return to complete the work that they missed. They must, however, fill out an absence contract* and have me write in the due date on the contract. This should be done immediately upon the students return. If the student fails to turn in the work (with my signature) within the two days, the work falls into the “late work” category. Students missing more than one day in a row will see me for a make-up schedule.

Late Work

Students will, from time to time, have a “brain cramp” and forget to do work, leave the work at home, leave it in their locker, or let the dog eat it. For this reason I allow two late assignments per term. Students must fill out a late contract* and have me sign it before they turn in work. Unsigned work will not be graded as there will be no way for me to know when it was turned in. **However**, the students only have two school days from the due date to turn late assignments in. Students have the possibility of receiving 100% of the points if they do the work correctly. Once their two late assignments are used up for the term they are left to do one of the extra credit assignments to help their grade. No more than two late assignments will be corrected for any student.

Absence/Late Contract (blank)

ABSENCE or LATE CONTRACT (CIRCLE ONE)	
NAME: _____	
PERIOD: _____	
TODAY'S DATE: _____	
DATE ABSENT: _____	
THE FOLLOWING ASSIGNMENTS ARE DUE ON _____	
Missing Assignment 1- Missing Assignment 2- Missing Assignment 3- Missing Assignment 4-	<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">(teacher will fill this blank in)</div>
TEACHER'S INITIALS: _____ (REQUIRED)	

Absence/Late Contract (example)

ABSENCE or LATE CONTRACT (CIRCLE ONE)	
NAME: _____ <i>John Q. Student</i>	
PERIOD: <u>1</u>	
TODAY'S DATE: _____ <i>October 1</i>	
DATE ABSENT: _____ <i>September 30</i>	
THE FOLLOWING ASSIGNMENTS ARE DUE ON _____ <i>October 3</i>	
Missing Assignment 1- <i>Current Events</i> Missing Assignment 2- <i>Geography Packet</i> Missing Assignment 3- Missing Assignment 4-	<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">(teacher will fill this blank in)</div>
TEACHER'S INITIALS: _____ <i>QJ</i> (REQUIRED)	

