### Late and Absent Work Policies

**English II, Mrs. Samoulides**

<table>
<thead>
<tr>
<th></th>
<th>Late</th>
<th>Absent when assigned</th>
<th>Absent when due</th>
<th>Couldn’t print--share NOW or it’s late</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HW/small stuff</strong></td>
<td>1 week, ½ credit</td>
<td>2 days/day gone, full credit</td>
<td>2 days/day gone, full credit</td>
<td>Share via Drive NOW, print within 1 school day</td>
</tr>
<tr>
<td><strong>Test/quizzes/Latin quiz</strong></td>
<td>n/a</td>
<td>n/a (unless pop quiz)</td>
<td>Be ready 1st day back -email or see me</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Speeches</strong></td>
<td>10% off per calendar day</td>
<td>n/a</td>
<td>Turnitin.com and printed 1st day back (or it’s late)</td>
<td>Share via Drive NOW, print within 1 school day</td>
</tr>
<tr>
<td><strong>Projects/Essays/Major Assignments</strong></td>
<td>10% off per calendar day</td>
<td>n/a</td>
<td>Turnitin.com and printed 1st day back (or it’s late)</td>
<td>Share via Drive NOW, print within 1 school day (N/A FOR TERM PROJECTS, RESEARCH PAPER ETC.)</td>
</tr>
</tbody>
</table>

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**If your circumstance doesn’t apply to the above options, see Mrs. Samoulides**

**Late slips: on the brown bookshelf**
- If you don’t have the work, turn in a late slip *when everyone passes their work forward.*
  - Hint: if Mrs. Samoulides is collecting work, you must pass *something* forward (the assignment or a late slip)
- Absent when due: only fill out a late slip if you DON’T have the work on your first day back

**Grading: show this to mom/dad if they ask**
- Most late/absent work goes into a special folder and isn’t graded until the last week of the quarter.
  - Sometimes it’s graded early. You’re welcome. Don’t complain if it doesn’t happen regularly.
  - Late projects/rough drafts are graded sooner.
- **Late and absent work are both entered as 0 with a code of missing (sorry, this is a RenWeb limitation).**
  - This means that both late and absent work will show up as a 0 until they are graded at the end of the quarter. I keep a record of each assignment, so I will know if it gets full credit or half credit when I grade it. If you are ever unsure, we can check my gradebook.
  - Sometimes, this will also be the case with work you couldn’t print by the due date. If I grade the assignment before you get yours printed, it goes in my “late/absent” folder and is graded at the end of the quarter. Your grade will change from a 0 to a full credit grade at the end of the quarter.

**Printing:** If you are unable to print an assignment, you must be able to share it IMMEDIATELY with me via Google Drive. Please have my email on hand to do so (Mrs.Samoulides@gmail.com). You then have 1 school day to get it printed or it is counted as late.
● Always save printed work to your iPad/Drive so you can share it if you lose it
● You do not lose points over the weekend or need to find me on a block day on which you don’t have me to turn it in
  ○ Example: something was due on Tuesday, you forgot to print it, but you don’t see me again until Thursday--giving me the printed copy on Thursday is fine.

**Merit Passes: only allowed on certain assignments**
● HW/Small stuff: used to receive full credit (instead of ½ credit), no extra time
● Tests/quizzes: not allowed
● Speeches, Essays, Projects: not allowed (will be noted on the handout)
● Essays/Major Assignments: can only be used to erase the first late day/10%