

**Late and Absent Work Policies**  
**English II, Mrs. Samoulides**

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

***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 1/2 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%