

Late Homework Memo

Dear Parents/Guardians,

Any late assignment will be deducted 10% (per school day) from the score of that particular assignment. I feel this is a fair and logical consequence and is common for the intermediate level.

If **one** problem/answer is left blank/forgotten anywhere on the assignment (beginning, middle, or end), it will be marked wrong with "L.B." (Left Blank) written next to it. This is not considered a late assignment. However, if **more than one** problem/answer is left blank/forgotten anywhere on the assignment and/or the student has not included their name; the assignment will be considered late. It will be given back to the student for them to complete and hand in with reduced points (see above).

Failure to have a required parent signature on an assignment or test will result in one point deducted for each day it's missing. You will know if a signature is required with a blue "X" and line (X _____) on the page. A phone call, email, or note will **not** excuse the missing signature.

Homework Passes may occasionally be given to students (birthdays, prizes, etc.) and will expire on the last Friday before Memorial Day. The students are responsible for holding on to their passes and they will not be replaced if lost. The Homework Pass must be present for it to be used. The students are aware of which types of assignments they may use/not use the passes.

Thanks,

Ms. Marshall

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I have read and understand the information regarding late assignments and homework passes.

Student signature

Parent signature

*Please sign and return by Wednesday, September 14, 2011.

(Late homework memo)