**Policy for High School English Department**

1. All assignments are due on the date designated by the teacher. An assignment turned in **the day after an assignment is due** can earn up to 70 percent credit. An assignment turned in **within a week** of the due date can earn up to 50 percent credit; however, the assignment must be completed thoughtfully and fully in order to receive any credit.

Please note that due dates also have a time stamp. Make sure that you are aware of not only what day your assignment is due but also by what time.

A student with an *excused* absence has one extra day for each day absent to turn in missing assignments. Full credit will be awarded for excused assignments turned in within the time limit. Missing assignments or assignments turned in past the deadlines will receive no credit.

2. Due dates for any assignment that encompasses a week or longer are absolute.

3. Tests, quizzes, and any other make-up work may only be completed on the day the teacher announces. Unless other arrangements are made and agreed upon by your teacher, any work not made up will receive a grade of zero.

4. It is your responsibility to turn in late work and make arrangements to make up any tests or quizzes.