

INSTRUCTIONS FOR LATE SLIPS

WHY HAVE LATE SLIPS?

The purpose of late slips is to reward students who turn in their work on time and to allow students late papers for the many good reasons I have heard, such as... "I left it at home", "Its in my locker", "I had a game", "I lost it", "I was sick", and "My cousin on my mother's side died and I had to take care of the dog for the funeral". You get the point. In most cases, I do not even care why it was late... only that you have a late slip on the late assignment. Most students correctly value the late slips and try not to use them. This way, they improve their grade on the semester exam.

HOW DO LATE SLIPS WORK FOR ASSIGNMENTS?

Students are expected to turn in their work on time, at the beginning of the hour. If for any reason you do not turn your work on time, you will need to use a **LATE SLIP** when you do turn it in. Your work will then be graded with no points being taken off for it being late (if turned in within one school day). NOTE: *If you know that you will not be in class the day of the assignment is due, you may turn it in early or give it to a friend to turn in during class that day. Then, no late slip is needed.* If you do not have any late slips but are turning in a late paper, you will receive a zero. You must use late slips if you have them. Once they are gone, you are not eligible for the bonus.

Occasionally, some assignments may not be made up, such as a video or in-class work. In this case, you can use a late slip, attached to the assignment and receive full credit even though you might not be able to answer all of the questions since you were not in class that day. Remember, it is your responsibility to arrange time with me to make up in-class assignments.

Some "big" assignments during the year will require both a late slip and will still have points deducted if turned in late. I will mention these special rules when we talk about that specific assignment. If during one absence you miss two assignments, you will probably only need one late slip for both. Please see me about this situation.

Students will be given 6 late slips for each semester. If you loose them, they will **NOT** be replaced, so keep them in a safe location. They are your responsibility. Write your name on each of them in ink so other students cannot use them and you can get them back if lost.

HOW DO LATE SLIPS WORK FOR TESTS?

If you fail to take a test with the class, you will be able to make it up but will have to use your test makeup slip. If you do not have it, you may use 2 late slips. Makeup test may or may not be the same test as the class took. If you know that you will not be in school on a scheduled test day, you may ask me about taking the test early if possible (no late slips used).

If the one test make-up is not used during the semester, it is worth a +1.0% improvement on your exam grade.

BONUS POINTS ON EXAM

Any late slips that you have left are worth a 0.5% increase on your last exam for the semester. That would be a +3% improvement. Combined with the test make-up slip, that is a total of a +4.0% improvement on your last exam! It could make a difference between a C+ and a B- on the exam.

HOW DO I GET MY BONUS POINTS?

You get them by attaching your remaining late slips to the back of the exam answer sheet before you leave your last exam. **You must have them with you. No turning in the late slips late. SORRY, NO EXCEPTION.** Any zero or missing assignment will cancel out the effect of the corresponding late slip.

SPECIAL CONSIDERATIONS?

Students with special circumstances (extended hospital stay, etc) should always see me as soon as possible. I will do my best to be reasonable.

DID YOU...

- 1. Put your name on each slip in ink?**
- 2. Put them in a safe place?**
- 3. Read and understand the instructions?**