**INSTRUCTIONS FOR LATE SLIPS**

Your daily work and homework should always be turned in on time. The purpose of late slips is to reward students who turn their work in on time and to allow students late papers for many good reasons, such as “I can’t find it in my locker”, “I left it on the kitchen table at home”, “My puppy ate it”, “My little brother ripped it up”, “I was sick”, and “I lost it on the way to school”. In most cases I don’t even care why it was late, only that you have a late slip attached to the late assignment. Most students try not to use their late slips, so they can improve their grade on the semester exam.

*HOW DO LATE SLIPS WORK?*

You are expected to turn your work in on time, at the beginning of the hour. If, for any reason, you do not turn your work in on time, you will need to attach a late slip to it 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 on the day 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!*

See me ahead of time if you know you’ll be gone from class. I may be able to give you your work ahead of time, so it can be completed upon your return. If you have an unexpected absence, check my teacher webpage <http://imweebly.com>. Daily in-class and homework assignments will be posted there.

If you miss two assignments during one absence, you will probably one need one late slip for both. Please see me about this situation.

You will be given 6 late slips and 1 test make-up slip for each semester. If you lose them, they will NOT be replaced, so keep them in your science folder at all times. You must use late slips if you have them. Once they are gone, you will not have the option of turning an assignment in late, unless you were sick (per school policy).

*WHAT ABOUT TESTS?*

If you fail to take a test with the class, you will need to make it up and bring your test make-up slip. If you used it up, you will use 2 late slips. If you know that you will not be in class on a scheduled test day, see me about taking the test early if possible (no make-up slip needed).

*BONUS POINT REDEMPTION?*

Each late slip that you have left is worth a 0.5% increase on your semester exam. The test make-up slip is worth 1.0%. If you turn all slips in you will receive a 4% bonus on your exam! This can make a difference between a C+ and a B- for your exam score!

You receive your bonus points by turning in any remaining slips the day of your exam. You MUST have them with you. NO turning in the late slips LATE at the end of the semester!