

Mr. Wagenberg

## Homework/Assignment Policy

To be reviewed with, and initialed by parent

1. To obtain full credit, work must satisfy the requirements for each assignment, and be submitted on time.
  - work is not accepted unless submitted as instructed (or *after* getting approval for an exception); *this is especially important for online submissions.*
  - work that is one or two days late will be discounted. Work that is more than two days late may not be accepted.
  - work is to be handed in at the beginning of the class meeting period, or by the time given in the directions, or it is late.
  - work with no name will not be read *even if submitted online*; “anonymous” written work will be posted for a brief time to be claimed; then it will be disposed of.
2. When an assignment includes submission to Turnitin.com, **NO CREDIT WILL BE GIVEN IF THE WORK IS NOT SUBMITTED THERE BY THE DUE DATE.**
3. If an absence is foreseeable, or planned in advance, it is your responsibility to keep current. Make arrangements to obtain class notes, reading assignments and written assignments so that you will be able to hand them in on time. Extra time will *not* be allowed in the case of field trips or similar events that are known in advance. This includes music lessons. *Any assignment given 4 days or more before a planned absence must be handed in before the absence, or it will be considered late.*
4. Most assignments will be submitted online. Work handed in on paper must be legible, and understandable. This means:
  - When stipulated, typing or computer printout is required, conforming to Mr. Wagenberg’s Formatting Rules, or it will be discounted.
  - In other cases, handwritten work **must be in blue or black ink and readable;** it is not reasonable to expect to get credit for words, phrases, sentences or paragraphs that cannot be understood. If I can’t read it, it won’t get read.
  - Spelling and grammar are important, since they have a direct impact on the clarity of your work; credit will be affected by the care shown for these aspects of your written work.
5. **It is your responsibility to seek out the information necessary to complete your work.** Make arrangements with other, reliable, students that you can contact if you miss class for any reason.

I have read and understand the homework/assignment policy:

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Signed

Date

Print Name: \_\_\_\_\_ Parent initials \_\_\_\_\_