

KILLARNEY ENGLISH DEPARTMENT LATE ASSIGNMENT POLICY

THIS POLICY APPLIES TO ALL KILLARNEY ENGLISH CLASSES

STEP 1 - If you know that you will require more time to complete a major assignment, you must request an extension IN WRITING from your teacher A MINIMUM OF 24 HOURS before the due date. YOU MUST GIVE A VALID REASON. A new due date MAY be negotiated with, and granted by your teacher.

STEP 2 - If you fail to submit an assignment on time (either on the original due date, or on the negotiated extended date), YOUR ASSIGNMENT WILL BE WORTH ONLY 75% OF THE ORIGINAL TOTAL.

- For junior grades (grades 8 & 9), the next day submission penalty will be 10%. After that, it climbs to 25%

STEP 3 - If you have failed to submit the assignment after two weeks (or after the assignment has been marked and returned, whichever comes first), YOU WILL RECEIVE AN "I" for the assignment, your parents will be notified, AND A NEW PLAN WILL BE PUT IN PLACE FOR YOU TO COMPLETE THE ASSIGNMENT FOR 75% OF THE ORIGINAL TOTAL

STEP 4 - If you fail to complete the assignment using this new plan, YOU WILL RECEIVE A ZERO