

## Late/Missing Work Policy

Ringgold High School • 2014-15

Ms. Baertsch

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Room 208

### IF YOU ARE ABSENT:

1. Go to <http://baertsch.weebly.com/>  
Remember, most assignments will be available here. Also, you will find a class calendar here that will tell you exactly what you are missing while you are out. If you are feeling up to it, get a head start on the work.
2. Pay attention to Remind101 text messages. They will alert you to what is happening in class.
3. Send me an email! A quick message to let me know you are out shows responsibility. Send one to all of your teachers and request the work you are missing! Not only will you score big points with your teachers, you will also get a big jump on the work so you aren't so bogged down when you return.
4. Know that you may contact me anytime at [rbaertsch@ringgold.org](mailto:rbaertsch@ringgold.org) to discuss any concerns or ask any questions.

*\* With all of the tools available for communication, it should be easy to return to school, if not 100% ready to pick up where you left off, at least not feeling completely overwhelmed.*

### Academic Integrity Policy

Our academic integrity policy applies to out-of-class assignments as well as in-class assignments and make-up work.. Academic dishonesty (cheating, plagiarism) and aiding in dishonesty will result in consequences according to the [RHS Handbook](#). If the teacher suspects academic dishonesty (for example, more than one paper with exact answers), a conference with the students will be held before formal action is taken. The [RHS plagiarism policy](#) applies here.

### Work Policies for:

- ISS - Teacher will provide work in the ISS room. All work is due at the end of the same day, unless otherwise stated.
- OSS -Teacher will provide work to the guidance office. It is your responsibility to come to school and retrieve the work. Please also follow the directions for "If you are absent." All work is due on the day you return to school.
- Class Cuts and Unexcused Absences - Make-up opportunities will not be provided for work you intentionally miss. You will receive a zero for all assignments and due dates missed.

### Deadlines and Late Penalties

- Please try to have all missing work turned in 3 days following your excused absence. I understand this may not always be possible due to the nature or duration of your absence. In that case, please see me and we can work something out.
- Sometimes personal or family obligations get in the way of you completing assignments on time. I respect that. See me and we can work something out. However, if I suspect you are abusing this privilege, I may need to call home to verify your story. It's all about respecting each other!
- Work not submitted on time will be subject to late penalties. Ten percent of the earned grade will be deducted every day. However, I will never deduct more than 50% for work turned in within 3 weeks of the original due date. Beyond the 3-week extension, work cannot be accepted at all. The 3-week rule does not apply at the end of a grading period. ALL work for a grading period must be turned in 24 hours before the close of grades.
- **ALL** late work must be turned in with a late work form.
- **ALL** make-up work must be turned in with a "Missing work due to excused absence" form.
- **ALL** work not completed in class may be turned in the next day without penalty if you include a "Work not finished" form.
- Unexcused absences and class cuts are not eligible for make-up and you will receive a zero on these assignments.
- Requests for redos/retakes must follow the deadline schedule explained on the request form or they will not be accepted.

