Dear O’Brien Lions and Parent[s]/ Guardian[s]:

I am implementing a new late work policy which starts at the beginning of Quarter 3 and will be our classroom policy regarding late work for the duration of the school year. In order to prepare you for high school, college, and your future career the late work policy needs to change. You need to review this policy with your parents/guardian, and both you and your parent[s]/guardian[s] needs to initial as well as sign this policy and return it to me by January 15, 2016. If you choose to not review this policy and or review it with your parent/guardian, it still applies to you and your late work.

\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ For all unexcused absences, I have three days to complete the work I am missing and turn it in to the classroom “late work” bin, located in the front of the classroom. I will receive the credit I **earn** on my assignment. I understand if I do not follow the directions my academic grade will reflect the effort I put into my education and missing assignments.

\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_ For all excused absences, I have the amount of days I was absent to collect and complete my missing work, plus one additional day. This is to say if you missed two days of school you have to turn all missing work in on your third day returning to school. If you missed two days of school and returned on a Monday, ALL of your missing work is due on Wednesday when you arrive to class.

\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_ I am responsible for my education, and the effort I put into gaining an education which will direct my academic future and future professional options in life.

\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ I am responsible for collecting ALL of my missing work either from the missing work bin, located in the back of the classroom, or from [www.msgaitherhistory.weebly.com](http://www.msgaitherhistory.weebly.com). If I do not have access to the internet at home, I will use the school’s library, computers, internet, and printer to print off my missing work in order to complete it, and turn it in for credit.

\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ I am responsible for completing my planner/agenda even on the days I am absent because the daily agenda contains the information I need on what assignments I am missing during my absence. I can obtain this information from the weekly agenda board, my shoulder partner, or a friend in class.

I have read the new late work policies and reviewed them with my parent/guardian. I understand I am responsible for my education and completing my late work. I also understand that I am responsible for completing and turning in my late work per the policies outlined above, my academic grade will reflect my effort to my education.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students PRINTED NAME and PERIOD Parent/Guardian printed name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature Parent/Guardian signature

Respectfully,

Ms. Gaither, hgaither@washoeschools.net