

# Missing Homework Procedure

On occasion, you may forget or neglect to complete a homework assignment. You must follow the following procedure if this happens.

Get a Missing Homework Form

- Link on Homework page of LongfieldPage
- Classroom Resource Area
- From your binder

If you had an excused absence you may make up the assignment for full credit. Follow Make Up Work guidelines found in the Homework tab of the website.

If, however you forgot or neglected to do it, you have one day of “amnesty”. That would be forgiveness. You may turn it in the VERY NEXT SCHOOL DAY, with the understanding that whatever grade you earn on the paper will be lowered ONE LETTER GRADE, or lose 10 points, depending upon how the paper is graded. A grade of ‘B’ will become a C. A grade of 80 will be a 70. Anything turned in after one day will be recorded as a 0. If your assignment is incomplete, but close, you may want to turn it in when it is due. Losing 5 points is better than losing 10. It’s your call.

The form must be turned in **INSTEAD OF** the homework.