



# RCHS Late Work Policy

## 2<sup>nd</sup> Nine Weeks

Students with incomplete assignments from the second nine-weeks need to follow these important steps:

### Step 1:

Teacher and student will work together to develop a written plan indicating exactly which assignments need to be completed and how to submit them.

This should be completed by February 5<sup>th</sup>

Step 2: Must be completed by February 14<sup>th</sup> to be eligible to receive full credit!

Complete and submit all assignments indicated in the plan developed with your teacher using the correct method for submission.

Work can still be submitted after February 14<sup>th</sup> with the following maximum penalties:

Feb 15-21: -10 Percentage points

Feb 22-28: -20 Percentage points

Mar 1-7: -30 Percentage points

Mar 8-12: -40 Percentage points

Work submitted after March 12<sup>th</sup> will receive a zero unless an exception is granted by the teacher!

**\*\*Special Note:** Classes with Dual Enrollment students may have a different policy. Those teachers will make their expectations clear by posting them online!