**Junior high general assignment policy  
Each teacher’s final grades will be individually weighted according to tests, quizzes, homework, projects, etc. The following are guidelines for all written work.**  
  
1. Homework is due on the day after it is assigned unless otherwise indicated- it should be stapled, properly headed and prepared to be handed in when class starts.  
  
2. A HW assignment is considered late if it is not turned in when the papers are collected. This means that if it is turned in later during the class in which it is due or later on the day it is due, it is late.   
  
3. When a student is absent, he/she will have the number of days to make up assignments equal to the number of days absent. This means if a student is absent two days, the student has two days to make up the assignment. If a student has a prolonged absence due to a serious illness, other provisions will be made on an individual basis. However, if a student is absent on the day a long term assignment is due, the assignment is expected immediately upon the student’s return and will be considered late if not turned in on that day.   
  
**4. Remember that parents may request homework after two days of absence.** When a student is absent only one day, homework will not be provided. The student may get the missed assignment when he/she returns or check with a peer.  
  
5. When answering questions, answers must be in complete sentences unless otherwise instructed. The question asked should be included (repeated) in the answer. Always skip one space between the individual answers unless otherwise indicated.  
  
6. Questions involving answers written in paragraph form should be well-developed, well-written sentences using correct grammar, capitalization, punctuation, and spelling.  
  
7. All work should be neat, organized, properly headed and in pencil **or** pen (blue or black ink please)  
***Sample heading:***Date (Month, day, year) Name + Homeroom+ period(ex 8R-1) Subject + Assignment (p.\_\_ #\_\_)  
  
8. Plagiarism includes any complete sentence or idea copied from an original source without proper citing and is never permitted. Unintentional plagiarism is still plagiarism, check your work before you turn it in!!! NEVER CUT AND PASTE!

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