April 27, 2012

**NEW LATE WORK POLICY FOR MRS. GOUGH’S LANGUAGE ARTS CLASSES**

Dear Parents/ Guardians,

I am writing this letter to inform you of the new Late Work Policy I will be implementing into my classroom. Late work has become an issue among students and I am hoping with this new policy that students will turn their work in and complete it on time. Beginning Monday April 30, 2012 the new Late Work Policy will be as follows:

1. Late work will only be accepted within 5 school days of the original due date.
2. Late work will be marked down per my discretion.
3. In order to turn in any late work your son/ daughter must write a letter with a detailed account as to why the work is being turned in late. They must also include a statement explaining why I should accept their work late. They must also include their signature.
4. I am asking that the parent/ guardian to also write a statement as to why I should accept their son/ daughter’s late work accompanied by their signature.
5. Students will turn their late work along with their letter into the designated area in the classroom.

I appreciate your cooperation with the implementation of the new Late Work Policy. If you have any questions or concerns please feel free to e-mail me at [agough@lsps.org](mailto:agough@lsps.org) or call at 586-285-8847. I look forward to the rest of the school year working with your child.

Sincerely,

Mrs. Gough