

## **What to do when you are absent:**

If you are absent in my class, all makeup work can be found in a crate in the back of the room. The crate contains 31 folders.

- The work you missed can be found in the folder with the date of the day you missed. For example, if you were not here on the 5<sup>th</sup> to get a handout, you would look in the folder labeled 5. You are responsible for getting any makeup work.
- If you are not here and notebooks are taken up and graded (usually on Fridays), you must give me your notebook the day you return
- If you miss any assignment, test or quiz, it will go in the gradebook as a 0 until it is made up
  - Plan a day/time with me to make up test/quizzes
  - You have 3 days to complete makeup work, then it is considered late