

KEEP THESE INSTRUCTIONS IN THE HANDOUTS SECTION OF YOUR ENGLISH NOTEBOOK.

When you have been absent...

- 1. Check book under number for your period.**
- 2. Read what happened in class the day(s) you missed.**
- 3. Collect any written instructions and handouts from the file on the book truck. Keep papers and files in order.**
- 4. If instructions are missing, or you don't understand the assignment, talk to the scribe.**
- 5. Work is due one week after the day(s) of your absence. If you are absent the day an assignment is due, it must be turned in the day you return for full credit. Missed test make-ups must be scheduled after school.**
- 6. Any assignments that can be corrected must be checked and signed by a correcting partner.**
- 7. Work will not be accepted without a completed cover sheet.**
- 8. If you need to talk to the teacher about an assignment, make an appointment for after school.**