

MAKE UP PROCEDURES

Students should report to their teachers as soon as they come back from an absence.
(However, sometimes I am busy at the beginning of the hour, so see me during the hour when things are less hectic.)

The following are the handbook guidelines regarding make-up work for excused and unexcused absences:

- A student will be given **two days** to make up the work for each day absent.
- In the case of an extended absence, a mutual agreement must be reached with the teacher for completion of assignments.
- Students will have until the end of ANY UNIT to turn in ALL missing assignments, quizzes/tests or projects.
- Tests are not made up during class time unless completion of all other assignments and lecture by the instructor is completed for that day. Student will arrange a time with instructor to make up a test. (
- **EXTRA HELP**—If you are having problems, see me as soon as possible. Usually it only takes one session to help get you back on track IF you see me right away. Since each chapter builds on the next one, letting a problem ride just makes it harder on you.

CLASSROOM BEHAVIOR EXPECTATIONS

The keys to being successful in any class are to:

Be Responsible; Be Respectful; Be Engaged

Condensed from the Oak Creek High School Student/Parent Handbook, the following rules are to be followed by all students:

1. Chronic behavior that disrupts the educational process will be referred to an administrator.
2. Students may not wear inappropriate clothing, head apparel, or wallet chains.
3. Pagers, cell phones, or other communication devices are allowed in my class if permission is granted.
4. Food and drink will be allowed in MY class if approved by instructor.
5. Profanity, inappropriate language, and/or insubordination will be referred to an administrator.
6. After the fourth tardy to class, and every fourth tardy thereafter; a student must choose between a detention served with the teacher or a "Student Discipline Referral" that will result in a one-day assignment to an after school detention in the discipline room.

