

## What Do I Do When...

1. **...I'm Absent?:**
  - a. Check the Encore Homework Page
  - b. Check Calendar in Class
  - c. Write down missing work, then do it and turn in
  - d. Obtain any worksheets/notes missed from file
  - e. Make arrangements to take missed quizzes/tests
  
2. **... an Assignment is due while I'm absent but was here when it was assigned?:**
  - a. Turn it in the day you return
  
3. **...I need to turn in work from an absence?:**
  - a. Write date absent and date turning in on top
  - b. Put heading (name, title, etc) on paper
  - c. Turn it into stacking tray for your class period
  
4. **... I miss Do Now's while absent?:**
  - a. Ask fellow student to see what the question(s) were
  - b. Copy questions, then answer for yourself
  
5. **...I come to class each day?:**
  - a. Bring all required materials (book, notebook, writing utensils, attitude to learn...)
  - b. Come in quietly and begin Do Now
  - c. Socialize outside
  
6. **...I have a question or want to answer?:**
  - a. Raise your hand and wait to be called on
  
7. **...The Teacher is talking and/or lecturing?:**
  - a. Listen, take notes (if applicable), stay seated, raise hand if you have a question/comment, hold onto trash, etc...
  
8. **...We are working independently at our seats?:**
  - a. Work quietly; sharpen pencil, get tissue, rulers, throw away trash, get colored pencils, etc. as necessary
  
9. **...I need to use the restroom?:**
  - a. Raise your hand and ask
  - b. NOTE: During a quiz/test/lecture is *not* the time to use the RR

## When Do I Do...(what)

1. ...Sharpening of Pencils, getting organized, getting out supplies necessary for class, etc...:  
-Before the Tardy Bell Rings
2. ...Socializing:  
-Outside in the halls until the tardy bell, then come into class
3. ...Random wandering around the room:  
-Before the bell rings to get ready for class, otherwise, never!
4. ...Finding and Collecting of Make-Up Work from Calendar & File:  
-Before the tardy bell rings, before school, lunch, and/or after school

## Paper Heading Format:

(top left corner)

Last Name, First Name

Date

Period

Standard

(center top line)

Assignment Title

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Example:

Doe, John

8-19-10

Per. 1

St. 7.1

Unit 1 Vocab Word Boxes #1-11

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