**ATTENDANCE AND ASSIGNMENTS**

* Students must be **inside** the classroom when the tardy bell rings. Students who are tardy will be noted as such in the teacher attendance record. After third tardy, student will serve detention as designated by teacher or campus.

* A student with an excused absence shall have at least one school day, and may have more at the discretion of the teacher, to make-up work for each day the student is absent. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher” **Failure to hand in make-up work in the time allotted will result in point deductions or a zero** “Daily Agendas” are posted on the board in the classroom, and a calendar is on my webpage so that students are aware as to what was covered in class for that day; therefore students who are absent may look on the board or check on online to inquire as to the work they missed. Students must inquire about setting a time to make-up work or to take missed quizzes/exams.
* Work missed due to an unexcused absence canbe made up, but with a 10 point deduction. Failure to make up work in time allowed will receive a zero. Students are responsible for clearing unexcused absences and for providing documentation from the attendance office of any changes, within the time frame allotted for absences. When the student has cleared the unexcused absence, missing work may be completed for full credit (within the allotted time frame for absences).
* Should EPISD make changes regarding absences and make up, my teacher will reflect this change.