**Class Procedures**

**District Policy**

**Class absence -**

Students present in school for the day but absent from a particular class are still accountable for the timely completion of that day’s quiz, exam, homework and/or class work. Students missing class due to music lessons, sports travel, guidance or administrative appointments and/or period visits to the nurse are not excused from academic work assigned or due on that day.

**Full absence -**

Students absent for a *full day(s)* of school will be provided with additional time to complete work assigned *during* their absence. Students absent on the day of a scheduled quiz or exam should be prepared to complete that assignment immediately upon their return to class.

**Late/ Missing Work**

Students may complete late or missing assignments for *partial credit* providing the assignment, quiz or test, is completed within the unit of study for that particular assignment. Students may not complete late or missing work for units of study after the unit exam has been administered.

**Homework**

In order to receive full credit, homework must be completed in full and prepared for submission at the start of class on the day it is due. Homework may be accepted for partial credit provided it is submitted before the end of school on Friday. Homework assignments may not be submitted for credit beyond the week of their original due date.

Homework assignments and due dates are listed on the blackboard in the front of the classroom daily. Students are required to copy homework assignments into their agendas at the start of class, everyday. Homework and class assignments may also be found via our class website @ [www.Reinert.Weebly.com](http://www.Reinert.Weebly.com).

**Missing Work Board**  
Please encourage your child to check our *Missing Work Board* regularly – especially when absent – in order to keep from falling behind in their academics. The *Missing Work Board* is located in the front of our classroom adjacent to the door and is updated each time an assignment is graded and returned.

**Extra Help**

Oregon M.S. schedules for extra help in English on Tuesday & Thursday mornings @ 7:40am (Room 220). Extra help may also be scheduled, by appointment, on Tuesday & Thursday afternoons.

Additionally, students may utilize their lunch period if they choose for additional time on any and ALL assignments. However, students *must*obtain a pass – in advance – from their instructor in order to meet during their lunch period.