

# MAKEUP PROCEDURE

1. **LATE WORK** WILL BE ACCEPTED , HOWEVER, **POINTS WILL BE DEDUCTED** FOR EACH DAY LATE
2. **ONE DAY** IS ALLOWED TO MAKE UP WORK FOR **EACH DAY** OF AN **EXCUSED ABSENCE**
3. **IT IS THE STUDENT'S RESPONSIBILITY** TO ACQUIRE THE MAKEUP ASSIGNMENTS AND NOTES. WORKSHEET ARE KEPT IN MANILLA ENVELOPES AND ARE PLACED IN THE APPROPRIATE SUBJECT'S CRATE. EACH STUDENT IS PROVIDED WITH A SYLLABUS THAT LIST THE ASSIGNMENTS.
4. **ALL QUIZZES AND TESTS MUST BE MADE UP AFTER SCHOOL OR DURING A STUDY HALL.** CLASS TIME WILL NOT BE USED TO MAKEUP TEST OR QUIZZES.

PLEASE FEEL FREE TO CONTACT ME AT:

[VBERRY@SCSK12.ORG](mailto:VBERRY@SCSK12.ORG)

THE SCHOOL PHONE NUMBER IS 873-8100

THANKS FOR READING MY MAKEUP PROCEDURES!  
HAVE A GREAT DAY! VICKY BERRY