

## **Mrs. Underbakke's Late & Make- Up Assignment Policy:**

**\*I will accept late assignments for up to 75% credit up until 5 class days before the end of the Quarter**

**\*Students are allowed two days in general for every one-day of excused absence (as shown in the school handbook) to make up late assignments with no penalty.**

**\*Anything turned in after the allowed make-up days will be counted late for up to 75% credit**

**\*Please write excused absence at the top of work that is turned in because of an excused absence.**

**\*With both excused and unexcused absences, it is the student's responsibility to get all make-up work:**

**-Students may always ask a classmate for what they missed, or ask me before class, after class, or during AAT.**

**-Extra copies off all assignments and handouts will be kept in the tray in the back of the room. Reading logs and analysis sheets will be available on the classroom website.**

**-Students should write in and use their planners to keep track of daily and long term**

**assignments. Parents can also access my website on the schools webpage, which has a basic outline of plans and expectations for the classroom.**