**CW Procedures**

Must have the Correct Heading on every assignment

CW Full Name Date

Lesson # Problem #s

Box your problem numbers

Do all of the assigned problems each day, followed by the closure.

Write the closure after the last problem you finish in complete sentences.

Keep your CW in the Blue Notebook provided in chronological order. CW will remain in the Classroom and not taken home. The Resource Manager will be responsible for filing the team’s CW Notebooks daily in the CW File Box according to Period and Group Name. CW will be checked periodically about every 3 to 5 classes.

**Absent Procedures**

Missed HW assignments need to be made up, missed CW needs to be read over and missed notes need to be taken. If you are absent, check with your study buddy, check the website, check the assignment boards in class on your return for all missed work.

Get missed handouts from the absent file in the classroom (check the website for pdf, if available)

If you have questions after you’ve tried the above, see me at break or during lunch help hours. (Do not ask me at the beginning of class for make-up material)

Test Make-ups are scheduled within the week of the original test/ your return by the teacher. They are similar topics yet different problems and they are not given back. You may see your results but they are kept confidential for other absentees. Missed Quizzes will not be made up and will be input as an NA (Not Applicable) in the Gradebook (Aeries).