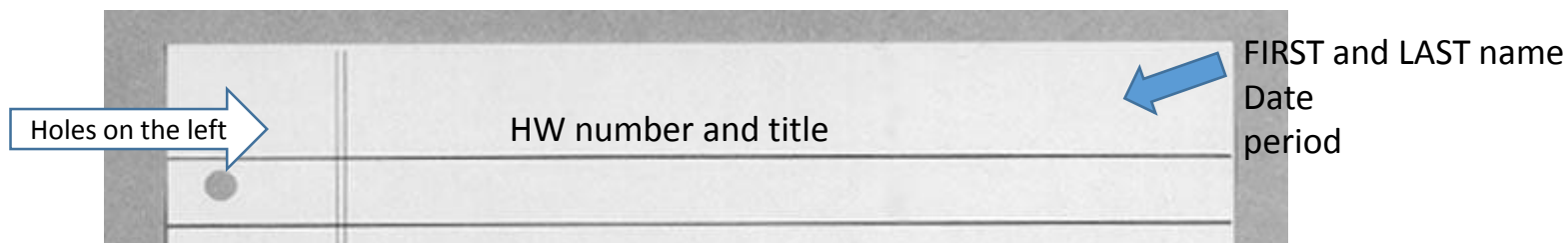


HOW TO ...A REFERENCE GUIDE FOR SCIENCE CLASS

1. How to properly label homework assignments



- **DO NOT, use or tear out papers from you Science Notebook to complete homework assignments (unless it is a vocabulary assignment)**

2. How to find out what you missed when you are absent

- Go to Ms. Smith's Science webpage: msmith-clmscience.weebly.com. Click on the tabs to the left (labwork, classwork, homework, etc) to download copies of assignments
- Go the "while you were out" binder by the door.
- Read the agenda for the day you missed.
- Get any handouts you need from the "ABSENT WORK" files located next to the "OUT" box. Assignments are available in those files for ONE WEEK otherwise you will need to find the papers on the website

REMEMBER- YOU ARE RESPONSIBLE FOR MAKING UP ALL MISSED WORK!

3. How to get extra copies of assignments

- Go to Ms. Smiths webpage: msmith-clmscience.weebly.com
- Find the assignments by clicking on items in the left-side menu
- Print out the assignment and complete it

4. How to turn in work after an absence

- Turn in homework the **first day** back after an absence.

5. How to turn in homework if you are in school, but at an activity during class

- In order to receive a stamp, you **MUST** turn in your homework in the morning before school or the day **PRIOR** to being gone. If you are in school, your homework must be here on time.

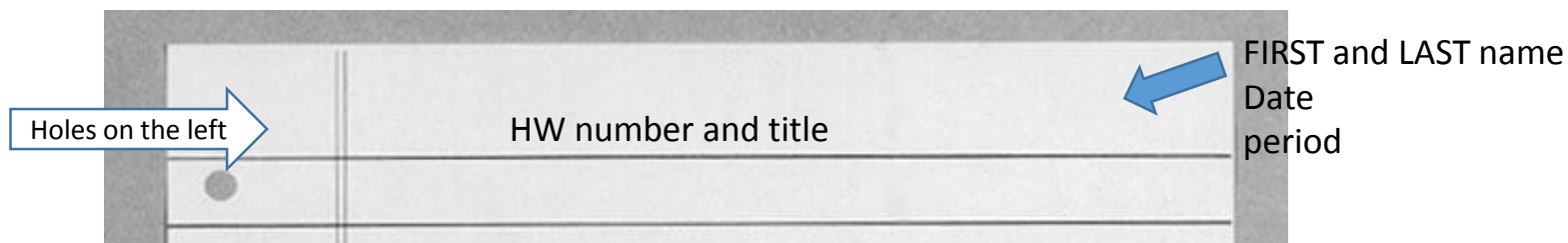
I DO NOT ACCEPT LATE HOMEWORK (except if you are absent on Friday)

6. HOW TO ASK TO USE THE RESTROOM

- Ask only during independent work, not while I am speaking to the class or showing a program
- If given permission, take the bathroom pass from the wall and return it

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