



Policies & Procedures

① BEGINNING CLASS

Students are expected to be in their desks and writing **when the bell rings**. Students who do not follow this procedure will receive a tardy, lose participation points, and may not receive credit for the warm-up.

The procedure is as follows:

1. Come in quietly.
2. Take out your materials for this class, including your notebook, the previous night's homework, and any other books or materials we are currently using.
3. Begin the day's warm-up activity. Don't forget to date your warm-up.
4. When you are finished with your warm-up, copy down the day's homework assignment and then wait silently.

② ENDING CLASS

Class does not end when the bell rings. Class ends when you are dismissed. **Please do not pack up until you are told to do so.**

③ HALL PASSES/ LEAVING THE CLASSROOM

Students are expected to come to class with all materials and take care of using the restroom, getting drinks, etc. before or after class. As a result, there should rarely be a reason for a student to leave class. However, each student may leave the classroom twice a quarter should s/he deem it necessary. The first pass costs nothing (though students who do not use this pass will be given 5 extra credit points at the end of the quarter); the second pass will cost 5 points. In this way, students may decide themselves if they "need" to leave the room. I will keep a record of hall passes used in PowerSchool.

The procedure is as follows:

1. Write your name and the date on a scrap of paper.
2. Raise your hand and give it to me at an appropriate moment.
3. When you are excused, take the pass and go.

**Do not ask to go in the first ten minutes or last ten minutes of class.*

**Whether or not a student leaves the room is up to the teacher.*

④ FOOD & DRINK IN CLASS

Students are encouraged to bring water to drink in class. All other food or drink should stay outside the room or securely zipped up in a backpack. Food or drinks being consumed in class will be confiscated and disposed of.

⑤ CELL PHONES, MP3 PLAYERS, ETC.

Cell phones, portable music players, PDAs, PSPs, cameras, and other similar electronic devices should be out of sight (head phones included) and silent at all times, unless their use is explicitly requested by the instructor. **Failure to follow this policy will result in the confiscation of the device.**

⑥ GETTING THE HOMEWORK OR WORK YOU MISS WHILE ABSENT: SIX WAYS

1. Check my web page: from home or from this room (outside of class time).
2. Check PowerSchool: from home or from this room (outside of class time).
3. Check the handout folder (front of the room, on the closet).
4. Check the homework section of the board (right-hand corner).
5. Call or speak with a friend in class.
6. Ask me via email or phone (as a last resort).