

Review of Class Procedure

The following are some policies and procedures that students are expected to follow. These help keep the class running smoothly, keep things fair and consistent, and help make learning more fun for all. Some of the life long skills that students will develop in class will be strong work ethic, willingness to accept responsibility for behavior, understanding that there are consequences (positive and negative) for decisions. The student needs to come to class prepared with a willingness to cooperate and learn.

- * Entering class Check for given handouts at the service table.
Check for the CSI activity: on the white board.
Additional materials will be provided at service table -
get these before class starts.

- * Questions I will not answer any questions from the time the tardy
bell rings until I have had time to take attendance and
you have finished your CSI activity.
Please be respectful of this.
If you attempt to ask me a question before we have both
completed our first jobs, I will not answer you unless you
are experiencing an emergency.

- * Absence Notes Do not hand me absence notes.
Leave them in the small container as soon as you get into
the classroom.
I will sign and return them to you after I have taken
attendance.

- * End of period Return to your seat. Do not leave the class even after
the bell rings, unless the teacher *clearly* dismissed the
class.
Any failure to do so will result in the delay of the entire
class beyond the dismissal bell.
Make sure to return all class materials to their place.
You are held accountable for leaving your desk area clean
above and under the desk.

- * My Materials You have to ask permission to use materials
Examples - hole puncher, scissors, stapler, etc.
Simply return them when you are finished and do not
distract your neighbors by using them at inappropriate
times.
If permission is not asked, a lunch detention will be
assigned.

- * **Student Materials** Each student will be assigned a box containing - colored pencils, crayons, & ruler. Classroom set of calculators. It is the student's responsibility to notify teacher if items are missing or broken. If items are broken, or lost no replacement items will be given. Students may supply their own materials.
- * **Name on Papers** First and last names should be on paper. No Name on papers earns 0 credit!
- * **Make-Up Work** When do you get make-up work? BEFORE class starts. Where do you get make-up work? In the make up-work bins in the front of the room. If make-up work is not in the bins, complete a makeup work request form and place in small container. You will receive your assignments by the next class period, if a request form was filled out. Please do not ask me about makeup work until you have completed these steps.
- * **Extra Credit** Each student has a chance to earn bonus points.
- * **Tests** No talking during testing until all tests are turned in. Talking will result in you choosing 0 points on the test.
- * **Signing In/Out** Anytime you leave the class you must sign out correctly, or you may be placed on the restricted list. Print you name, class period, leaving and returning times, and destination in the book provided.
THIS IS A SCHOOL-WIDE PROCEDURE