**As soon as you walk through the door...**

* Read the instructions projected on the board and **immediately** begin working on the warm up.
* On the first day of each week you will receive a warm up sheet. All warm ups for the week will be completed on this sheet and turned in on the last day of the week.

**By the time the bell rings...**

* You are expected to be **in your seat** by the time the bell rings.
* Phones are not visible, headphones are not out, no hoods are on, and no hats are on.
* The bell signifies the beginning of class, so when the bell rings, you should be working on the warm up only!

**When you turn in work...**

* Make sure your name is at the top of all assignments. “No Name” assignments will be available for anyone to claim.
* Make sure you turn your work into the correct tray.
* *If you do not have your work…*You have one day to hand it in for a maximum of **half credit**.

**If you need something during class...**

* **Raise your hand!**
* You should remain in your seat at all times unless given permission to do otherwise.
* Please raise your hand if you need to throw something out, get a tissue, sharpen a pencil, get a book, or if you would like to move for any other reason. I will most likely allow you to get up as long as you ask permission.
* If you need to sharpen a pencil - hold up your pencil in the air. I will replace it or say yes and let you sharpen it.
* If you do not have a pencil - you may check out one of mine from the front table. Write your name on the pencil check out list and make sure to return it when class ends.

**Bathroom Sign Out...**

* If you are given permission to use the restroom you must record the time you leave class and the time you return on the bathroom sign out sheet.
* You may not use the restroom during the **first or last 10 minutes** of class.

**If you have been absent...**

* Each class has a “While You Were Out” folder located on the front table. Worksheets, notes and homework will be placed in the folders and labeled with student names and the day of the week each item was assigned.
* **It is your responsibility to get missing work** and copy notes from another student.
* Missed assignments must be made up **within** **three days.**
* If you have work that was due on a day you were absent, it must be turned in **at the beginning of class** on the first day of your return.
* I highly encourage students to meet with me and review what is missed when they were absent during tutorial.
* Due dates and assignments can be tracked on the class website if you are absent for an extended period of time.

**If you finish work early...**

* Help your partner.
* Work on the unit’s vocabulary.
* Ensure your binder is complete and in order.
* Study!
* Read – there is a class library in the back of the room.
* Stay in your seat until class is over.

**Binder Checks...**

* You are required to have a binder in which you keep all classwork, vocabulary, and review materials.
* Each item in your binder must be labeled with the appropriate number and organized in sequential order.
* The table of contents for your binder will be kept on the class website and example binders can be found in the back of the room.
* During each unit test, I will be doing binder checks. The binder checks will count as a **quiz grade**.

**Tracking Student Progress…**

* You will be required to track your progress after each unit test throughout the semester.
* Your test tracker will be provided after the first unit test and must be kept in its sheet protector at the front of your binder.
* The class average of each unit test will be tracked on the back wall. The top scores on each test will be posted on the “Wall of Fame”

**Cell Phones…**

* You must have explicit permission to have your phone out at any time.
* If I see your phone and permission was not given for phones to be out, I will hold your phone until the end of class.
* Should your cell phone be a recurring issue it will be turned in to the front office.

**Consequences…**

* Verbal reminder of classroom procedures
* Student/Teacher conference
* Parental contact (call or email home)
* Parent/Teacher conference

**Other School Wide Rules!**

* All other rules and policies specified in the Penn-Griffin Student Handbook will apply in this class as well including the cell phone, tardy, absence, and dress code policies.

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