

Classroom Procedures

Below are the procedures that you are expected to follow in this class. Please familiarize yourself with them and make them your daily habit.

Entering the Room/Preparing for Work

- Come to class on time. If the door has closed and/or the class has stood for prayer, you are late. You will be marked tardy.
- When you enter the classroom, turn in your homework first. Then be sure to check the board for the daily objective and the next homework assignment(s). It is your responsibility to obtain the homework assignment each day.
- Next, take out the materials that you need for class. You are expected to be prepared for class with all supplies.
- Pencil sharpening and throwing away trash should be taken care of before or after class. If you need tissues, get them once. Don't use these things as an excuse to get up.
- Make sure that your cell phone is turned completely off and put away! The school day is for school, not cell phone use. See the course description sheet for this class' technology policy.

Prayer

- At the signal for prayer, please stand and pray with your classmates. Please be respectful of this time.
- Our class is a small community of faith, which means we pray for each other, our needs, and our families.

Turning in Assignments

- Homework, papers, and written projects must be turned in at the beginning of class on the date that they are due. Do this as soon as you come to class.
- If you do not turn in a homework assignment before it is reviewed in class, you will receive no credit.
- All handwritten assignments, as well as quizzes and tests' writing prompts, should be completed in pen unless otherwise instructed.
- **There are consequences for late work!** (See Homework, Junior Retreat, and Absences below for details.)

Daily Class work

- Class work is a time to work independently, with me, and with your classmates. It gives you a chance to work through difficulties, master the material, take good notes for later use, and be an active participant.
- You will find that if you take good notes as part of your class work, homework will be much more manageable. Class notes can (and should) be used as you complete homework assignments.
- Group work is a chance to work with your classmates and perhaps even your friends. It's not time to slack off. Remember...your group's progress will contribute to your grade, but ultimately each individual receives his own grade.

Leaving the Room

- Use the lavatory before you come to class. If you think a restroom stop will make you late to class, come to class first and ask immediately to use the lavatory.
- If you must leave the classroom during class, I will ask you to leave your cell phone and other electronic devices with me.
- If you become ill during class and are unable to do your work, ask me for a note to go to the nurse's office.

Junior Retreat

- When you go on retreat, it is your responsibility to monitor Edline and see me before you leave for handouts, etc.
- All tests and quizzes– including vocabulary quizzes – given while you were on retreat must be taken within four school days. You should set up an appointment with me to do this.
- All homework assignments given while you were on retreat are due within four school days as well.
- Essays and other major assignments will be due on the original due date.
- I will modify this policy as needed.

Absences

- Check Edline while you are out of school in order to keep up with assignments.
- If you plan to be absent, please see me in advance.
- When you return to class from an absence you must bring an absentee excuse from the attendance office.
- Any assignments that were due on your first day of absence are due the day you return.
- It is your responsibility to ask about what you missed. Make sure that you get any missing class notes from a classmate and handouts from me. Ask me if the notes are unclear.
- If an announced test or quiz is given the day you return, you are expected to take it unless you were absent when the material was taught.
- If you miss a test or quiz, you must take it within in a couple days (likely outside of the regular class time). See me to set up a time. You will receive a zero if you fail to make up a test or quiz within a reasonable amount of time.

Respect

- Do not leave the classroom or get up during class without asking for permission.
- Do not touch or take a classmate's or my belongings without his/my permission.
- Raise your hand when you'd like to speak.
- Please do not talk while I am giving instructions, lecturing, or answering questions or during school-wide announcements on the PA. Also, it is not appropriate to talk while other students have the floor.
- Follow this class' technology policy; do not use electronic devices while I am giving instructions.

Accommodations

- If you have special accommodations, please tell me ahead of time (such as the day before a test) so that I can make the proper arrangements.