

ROUTINES, PROCEDURES, and POLICIES

1.) Attendance

Be on time to class. When the bell rings, you need to be in your seat and ready to work, so we can get started.

2.) Homework/Assignments

Turn in assignments in the trays by my desk. Be sure to place your assignment in the correct tray. If you are late handing in an assignment or missing for assignments, tests, quizzes, projects, etc. it will be expected that you are going to come in at lunch to get them done. If not, you will receive an NHI for that assignment (Shows up as a 0).

3.) Make-Up Work

If you know that you will be absent from school ahead of time, please try to get your assignments before then. Feel free to turn in any of those assignments before you leave also. If you miss a day of school, please check the folder on the back shelf or my teacher page to see what you missed. **Any worksheets that you need will be in the box** labeled "Grade 10". If you have questions about what you missed or about the assignment, **ask a classmate FIRST**. Then, if you still need assistance, ask me. If you missed a test/quiz or if you were gone more than one day, please come see me. **Be sure to immediately hand in anything that was DUE while you were gone. It is your responsibility to pay attention to what was handed in even if you were absent.**

4.) Cheating

The guidelines in the student handbook will be followed for cases of cheating and plagiarism.

5.) Cell Phone Use

To avoid distraction and disruption, do not use your cell phone in class unless you have been asked to use it for an educational purpose. Keep your phones out of my sight. If I see you on your phone when you shouldn't be it will be taken and put on my desk.

7.) Student Resource Area

The file cabinet near Mr. Brandt's desk will have supplies in the top shelf for students to use. Feel free to borrow or use anything from this area, but **please return it**. Please do not use anything from my desk.

8.) Bathroom/Water

If you need to leave the classroom for any reason during class, please ask at an appropriate time.

9.) Dismissal

Please do not start packing up your things before the bell will ring. It is distracting and is not valuable use of your time. Please **remain in your seat until the bell rings** unless you are told otherwise.

CLASSROOM CONDUCT

Expectations: As your teacher, I hold very high expectations for you. I expect you to always do your very best and work hard at all times. **If you are having difficulties with assignments or are struggling in class, I expect that you will come to see me so we can discuss those issues.** All of you can succeed in my class and I expect you will.

Expectations for behavior:

- Be respectful of yourself and others.
- Do your work as thoroughly as possible; take pride in your work.
- Work hard.
- Ask questions, seek help, and be prepared to think.

Consequences for Unacceptable Behavior:

Warning- If I have a conversation with you about your attitude or behavior, please simply do what it takes to correct it.

Action- If the unacceptable behavior continues after the warning has been given, appropriate action will be taken. Examples of action taken in order to stop the behavior and/or further prevent the behavior include changing seats, removal from classroom, loss of points, etc.

Administrative/Parental Involvement- Administration and/or parents will become involved if the unacceptable behavior persists even after action has been taken.