1. **The Beginning of Class:** When you enter class, there will be bell work for you to complete every day. It is your job to begin working on your bell work once the bell rings for class to start.
2. **To Talk in Class:** If you want to volunteer an answer in class, ask a question, or contribute to class discussion, you need to raise your hand and wait to be called on before talking. There will be times when I will want you to call out without raising your hand, but I will let you know when those times are.
3. **Music in the Class:** Many of you will want to listen to music while you are working on your class assignments. I have no problem with this as long as it happens during individual work time. You will be asked to take out your earphones and turn off your music during class activities and class lectures. If you do not comply then you will be in breach of your respect contract.
4. **Computer Games or other Sites**: If I find you on there sites or computer games when you should be working on a class assignment or participating in a class activity, then I will ask you once to get off and stay off. If the behavior continues, I will take the computer and you will complete your work on paper and you can have the computer back at the end of class.
5. **Turing in Assignments:** When you have an assignment to turn in, make sure that your first and last names are on it in the top right corner. Make sure that you name your assignment correctly. It should follow this format: classhour\_assignment\_lastname\_firstname. Then make sure that you turn the assignment in through email, Google share, or your website. I will direct you to where each assignment will go. If you are doing a paper assignment make sure that you turn it in to my hand or the appropriate location in class.
6. **Late Work/Missing Work:** If you do not have an assignment to turn in at the due date, you will need to complete the missing work form either online or on paper. Then when you are ready to turn in your assignment, do so in the correct format and location. You will also need to send me an email when you have turned in your assignment for grading.
7. **When you Finish an Assignment:** If you get done with class work before the class is ready to move on, then you will need to do something to keep you busy, thinking, and from disrupting others still working. You can work on other assignments you have or you could read. I also have things you can do if you choose. I have notebook paper if you would like to write, plain white paper if you would like to draw. At this time you can play games and have free time on your laptop. You need to be completely finished with your class work to use these options.
8. **Make-Up Work:**  When you are absent, it is your responsibility to get the work you missed. You should collect your make-up work at the beginning of class during the time for bell work. On Blackboard and on my website you will find a calendar that has the assignment and homework for each day. If you have any questions please ask me about what you don’t understand. Make sure to ask me questions at an appropriate time like before school or during extra time in class. You will have 2 days to complete your make-up work and if you need extra time please come talk to me.
9. **To Use Class Materials:** If you want to use any of the class materials that I have provided in the room, you do not have to ask every time you want to use them as long as we are not in the middle of something in class. All you have to do is get up and go to the student materials and get what you need**. I do expect you to return the item you borrowed after you are done with it**.
10. **Borrowing one of my Books:** If you would like to read one of the books on my shelves during free time in class, you can go up and pick one out to read but when it is time to move on you will need to put the book back NEATLY.
11. **To Leave Class:**  First understand that I dismiss you NOT the bell. As long as the class is quiet, has all class materials put away, and is sitting in their seats, you will be dismissed on time. I will let you know when it is time to get ready to leave class. DO NOT LINE UP AT THE DOOR. You will have 4 bathroom passes that you can use during class. Once those are used you will need have to take a tardy to leave for the bathroom during class. You will need to make sure you have a pass and permission before you leave the room and sign-out when you leave and sign-in when you come back.