

CLASS GUIDELINES/EXPECTATIONS

1. Come to class prepared. Always bring your books, notepaper, pen/pencil, folder, binder, homework, Chromebook, and BRAIN.
2. Be on time.
3. Be seated in your assigned seat when bell rings. Begin work immediately after being provided material.
4. Save all materials within the semester. You will use them for review activities, quizzes and tests, and semester exams.
5. Respect others' learning environment.
6. Phones are not to be present. These should be left at home or in the school's collection spot. If phones are brought into the room, they are to be shut down and placed in the hanging pockets. They should not be on your person. If a phone is seen, it will be taken and sent to the office. No student should touch another student's phone.
7. Use class time constructively.
8. Never go onto the fire escape nor open the door unless the fire alarm sounds.
9. Please do not touch the shades or open or close the windows without permission.
10. Expect to receive respect. Give respect. Get respect.

COVID-19 GUIDELINES

1. Masks must be worn at all times.
2. Wash hands as frequently as you can.
3. Use hand sanitizer correctly. Do not waste or misuse it.
4. Do not share writing utensils.
5. Maintain social distancing whenever possible. You can not roam the room. When entering the room, you must go immediately to your desk. You can remain standing at your desk until the bell rings to begin class if you so choose.
6. Do not touch others or their belongings. Doing so will result in punitive action.
7. Masks must be worn at all times, unless for reasonable situations, such as taking a drink from a water bottle or blowing a nose. In these cases, use common sense. Avoid exposing others.
8. Restroom breaks are limited to emergency situations only.
9. Water bottles are allowed, but no personal cups. The fountains can only be used to fill water bottles.

CLASS INFORMATION

- ❖ Unless given different instructions, all homework is due the next school day after it is given.
- ❖ Always check Google Classroom for posted assignments.
- ❖ Google Meets will be available for students who might be quarantined for several days.

GRADING

- Grades are given point values.
 - Homework is a single weight.
 - Quizzes are 2x weight.
 - Tests are 3x weight.
- 25% will be deducted for a late assignment for the first day late. 50% will be deducted for second day late assignments. Late assignments will not be accepted after two days late. Excused absences are handled according to the student handbook policy, with teacher discretion in regards to length and reason for absence.
- Students who are absent for a school reason must request work before leaving and expect to submit it when returning.
- All COVID-19 related absences will be handled according to approved school policy, which is currently fluid due to ever-changing ISBE guidelines.

DISCIPLINE

- Students guilty of extreme disrespect and/or interfering with other students' learning environment will be given an office referral. An office referral will also result in a detention with me.
- If the infraction or disrespectful attitude or behavior was not too extreme, then a detention will be assigned. Detentions will be served during lunch or after school. The student's parent will be informed using TeacherEase of the assigned detention day and time. Detentions are 20 minutes in length.