



## contact me:

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## CLASS MATERIALS

### Required:

- Multiple pencils
- One chunky eraser
- School Agenda
- Highlighters
- 2 college-ruled three subject notebooks ( for History & Science)
- Personal Hand Sanitizer

### Recommended:

- Lined Paper
- Ink pens, black or blue
- Colored Pencils
- Glue Stick



## ROOM 509 CLASS PROCEDURES

### Expectations

1. Follow directions quickly.
2. Raise your hand for permission to speak
3. Raise your hand for permission to leave your seat (no wandering).
4. Make smart choices.
5. Respect yourself and others

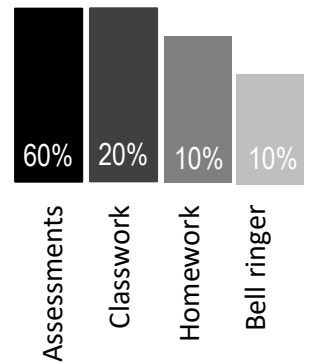
1. Be in seat, ready to learn when tardy bell rings.
2. Put proper heading on all work.
3. Do not use electronic devices in class without teacher permission.
4. Use restroom during passing breaks.
5. Maintain a clean and orderly work area.
6. Bring all supplies to class daily.
7. Complete all work and turn it in on time.
8. No food or beverages allowed in class, except for water.

### Consequences

1. **Warning:** the teacher provides a verbal reprimand/reminder to cadet.
2. **Lunch Detention:** short time spent during lunch to contemplate conduct.
3. **Citation or Phone Call Home:** parent will be contacted.
4. **Referral to Administration:** a student will be immediately referred to administration for persistent and inappropriate behavior problems.

### Rules

## GRADES



Class progress reports will be sent home weekly via e-mail, so please have an updated e-mail address on file with the office. Parents and students are strongly encouraged to check the **Aeries Parent Portal** on a weekly basis to view the most current grades for EVERY class.

## LATE / INCOMPLETE WORK



- \*Late work must be completed and submitted for letter grade.
- \*Any incomplete work will be returned to the student, for completion.
- \*All work done within a chapter should be turned in by the end of the chapter.
- \*Work assigned within a trimester will not be accepted once that trimester ends.

## ABSENTEE POLICY



- \* **YES, WE DID SOMETHING IMPORTANT WHILE YOU WERE ABSENT.**
- \* It is the student's responsibility to check in with me regarding any missing assignments.
- \* A student has one week, from the date of return to turn in any work assigned on a day a student was absent. If a quiz was administered on a day a student was absent, the quiz must be made up within one week from the day student returns. If previously assigned work was due on the day of the absence, the work is due on the first day the student returns.

## TECHNOLOGY

**Cell Phones and Computers:** There may be times that students are asked to use their cell phones during class. This would be to participate in review activities like Kahoot. Students will also have an opportunity to do some online activities in the computer lab and through Google Classroom. Students are expected to abide by all school and district digital safety rules and guidelines. Failure to do so will result in a consequence.

## PLAGIARISM



**Plagiarism is the act of taking ideas and writings of another and passing them off as one's own.**

**In this class, plagiarism includes...**

1. turning in another's **work** as one's own
2. **copying** work from a friend before class (or while in another class)
3. including a source but failing to **cite** it
4. copying an **author's exact words** and passing them off as one's own

**Students caught plagiarizing will be given a consequence and a reduced grade or a zero for the assignment.**

## CHEATING



- The teacher will notify administration and contact parents if cheating/plagiarism is suspected.
- The student will be given a zero for that test or assignment.

I, \_\_\_\_\_, have read and understand the rules and expectations for class. I acknowledge that it is my responsibility to contact my teacher if I have any questions or concerns. I know that this syllabus, calendars, and resources are available to me on the **Townsend website** any time. I know that assignments can be submitted digitally at any time and that printer/computer/flash drive issues are not an excuse for late work.

**Sign...** Student \_\_\_\_\_

Parent \_\_\_\_\_