**Procedures for Room 215**

**Cell Phones**

* Cell phones are to be switched off and stored in the students’ backpacks.
* Students who refuse to follow this direction will be required to turn in their cell phones.
* Cell phones are not to be used as calculators.

**Restroom Passes**

* Students should request the hall pass and only one student should be out of class at a time.
* Do not ask to go to the restroom during instructional time.
* Please be mature about requesting to go to the restroom.
* A record of restroom requests will be recorded and excessive trips to the restroom may impact the student’s grade.
* As mentioned in the “Welcome Video” students should use the restroom before school, during passing periods, and during lunch.

**Absences**

* Students absent from school are responsible for making up any missed work.
* Any work not completed due an absence will be recorded as a zero in the grade book.
* Students absent the day before an assessment and then present on the day of the assessment will be required to do the assessment.

**Seating**

* Each student has an assigned seat.
* Attendance will be taken using the seating chart.
* Do not change seats without permission.
* New seats will be assigned periodically.

**Weekly Classwork/Homework Log**

* Each student will receive two copies of the Weekly Classwork/ Homework Log.
* One copy should be used for the first week of school. The other should be used to make copies.
* A digital copy will be available on the class website.
* Have a new Log every Monday.
* No excuses for not turning in a Log on Mondays. Late work receives half credit.

**IXL Math**

* Assignments will be identified at the beginning of each chapter.
* These are not optional assignments. They will receive a grade.
* You will have plenty of time to complete the assignments. Do not wait until the due date to begin the assignment.