

ENTERING THE ROOM AND LEAVING AT THE END OF CLASS:

1. Please enter quietly without horseplay. Go to your assigned seat and begin your objective assignment from the board. **Leave cell phones, cameras, large bags/purses and backpacks in your lockers!**
2. Please be in your seat when the bell rings, not diving in at the last second or it is a **tardy**.
3. Do not leave your seat without permission.
4. The **teacher** will dismiss the class, not the bell. Please do not bolt for the door.

OBJECTIVES:

1. Every day, the **objectives** (what you are doing today) will be listed on the board/overhead.
2. On a piece of loose leaf notebook paper, copy the DATE (in Spanish) and what your class is expected to learn that day.
3. Please make sure that entries are **neat**.
4. Please number your entries starting at #1.
5. These will be handed in at the end of the 6 weeks for **two daily grades**.

TEACHER NOTES:

1. I do not give notes very often. But when notes are given on the board, it is expected that students will pay attention and write down the information given. Often, the notes on the board/overhead are NOT in the book.
2. Students are to be attentive and respectful of the speaker, whether it is the teacher or another student asking or answering a question.
3. If you miss class for any reason, please get notes from another student. I will provide additional notes for absences if necessary.

ASKING OR ANSWERING A QUESTION:

1. Students are to raise their hands to ask or answer a question. Please do not just blurt out questions or answers.
2. Other students should be respectful and quiet while someone is asking or answering a question.

IF THE TEACHER IS LATE TO CLASS:

1. I have campus crisis duties, so I may have to run to the office or take a phone call between classes.
2. If I am late, you are to be in your seats when the bell rings and begin your objective assignment on your papers.
3. If I am longer than that, you should quietly take out your vocabulary or notes and study without talking.

GOING TO THE RESTROOM OR OTHER DESTINATION:

1. Students will need to raise their hand and ask permission, (not in the middle of an activity, such as notes or tests). You will learn to ask in Spanish.
2. Once permission is granted, the student will need to fill out the sign out sheet for a pass.
3. Please make sure you take the pass with you and bring it back.

IF SOMEONE IS AT THE DOOR OR THE PHONE RINGS:

1. Please do NOT jump up to answer the door or phone.
2. The teacher will assign a student near the door to answer it.
3. The teacher will answer the phone, unless he is occupied with a student. He may request a nearby student to answer it for him.

HEADINGS ON PAPERS AND ASSIGNMENTS:

1. All assignments should be neat and readable.
2. Put your **full** name, not just your first name preferably in the upper **right** hand corner. Points will be deducted for no names.
3. Please indicate your **period** number under your name.
4. Indicate the date the assignment is given on if you would like.
5. Please title your assignment with the applicable title at the top of your assignment.

HOMEWORK AND GETTING DONE EARLY WITH ASSIGNMENTS:

1. Usually time is given in class to complete homework. If not completed in class, it is expected to be finished at home. It is due at the beginning of class the next day or the beginning of class when you return from an absence. Late work will receive penalties of minus 15 (same period), minus 25 (same day) or ½ credit if one day late. After more than one day late, the grade stays a zero.
2. Should you finish early in class, you will be expected to stay in your seat and study vocabulary or do work from another class. You may also read a book. Please stay in your seats until dismissed.

SUBSTITUTE TEACHERS:

1. If a substitute teacher is in charge of my classes for the day, you are to treat him/her with respect.
2. Any student who gets a bad report from a substitute will receive a "U" in conduct and written up.

ABSENCES:

1. If you are absent, **YOU** are responsible to finding out what you missed.
2. After letting the teacher sign your admit slip, sign in the 3 ring binder on EACH day you missed. This will have your objectives and missing assignments. It is up to you to get the handouts, etc from the teacher!
3. **If you are absent the day of a quiz or test - you will have had advance warning of the quiz and test and are expected to take it upon return. You will know well in advance when tests are scheduled.**

ANNOUNCEMENTS AND GETTING STUDENT'S ATTENTION:

1. Should an announcement come on over the intercom or if I need to make a clarification during an activity, please quiet down from your activity quickly so you can hear.
2. Students will please stop what they are doing and focus on the teacher and/or the announcement.

FIRE DRILLS AND EMERGENCIES:

1. Should the fire bells sound students are to quietly stop their activity and walk out the exit route described.
2. Students are expected to refrain from talking until the drill is over.
3. During any other emergency, students should remain calm and listen for directions.