**The 3 class rules –**

* **Respect**
  1. Treat others as you wish to be treated.
  2. When someone is speaking or being spoken to and you have something to say to them, wait.
  3. Do everything in your power to avoid disruption or aggravation of your peers.
  4. If you have a problem with someone or someone’s actions inform them as soon as possible in a nonconfrontational manner.
  5. If you are asked to stop doing something that is negatively affecting a peer, stop.
  6. If it is possible, so far as it depends on you, live at peace with everyone.
* **Integrity**
  1. All work or answers that will be assumed to be yours should be yours.
  2. Always speak the truth, especially when you may suffer a consequence.
  3. Act as though those you care about the most are watching.
  4. Ask for help.
  5. Explanations are appreciated, Excuses are unnecessary.
* **Effort**
  1. If it’s worth doing it is worth doing well.
  2. No matter what or when, you can always do better.
  3. Getting something wrong is always worth more than not trying.
  4. Late is better than never, but it’s not good.
  5. Do everything you can to be prepared

**Class Procedures –**

**-** In the course of an emergency event all nonvital materials are to be left where they are.

- Paper, tissues and other necessary materials can be found at the back of the room.

- Food and drink are aloud so long as they are not distracting to you or your peers

- Always staple stacks of papers

- Show your work

- Always be prepared to provide an explanation for your work

- There should never be occasioned to raise your voice

**Student Procedures –**

- Put the date, class period, and your name at the top right of your paper.

- If you turn something in late please wright LATE on the lop right as well.

- During note taking keep talk to a minimum and talking may only be about the notes.

- During class work you may cooperate with your neighbors, but your work must be your own.

- When taking a test talking, looking at another’s work, or looking at unauthorized prepared materials will heavily effect your grade.

- If you need to go to the restroom during class you must ask or signal, take a pass, and replace it upon return.

- When doing work on an assignment or a test you must show work to receive all points.

- During a test you must come to me to turn in your test.

- During a test if you have a question you must come to me.

- Late work must be turned in to me in person.

- Paper trash must be recycled.

- No playing music out loud.

- You may play music through headphones during class work or testing.

- You may not look at your phone screen when taking a test.