

What do I do when I hear an emergency signal?

Quietly wait for instructions from the teacher and treat it seriously once we begin. If we need to leave the room, exit in an orderly fashion and remain with our group.

How should I act during group assignments or cooperative group work?

So essential! First, see “Academic Discussion Frames” (coming soon) for more support, and basically, follow our three R’s: *Respect* one another’s opinions; *Responsibly* assist your peers; *Reliably* take on your share of the work.

What is the class signal?

Your sign that I need your attention: I will raise my hand, say “FIVE”, and count to one.

What may I do when I finish my work?

You may...work on another assignment, read a book, write a letter or poem, study vocabulary, read a poem, write a story...basically, stay busy, and use your time wisely.

What do I do when I need to leave the room to go to the restroom, to get a drink, etc?

Use a pass if you have one; you will receive two at the beginning of every quarter. Please use discretion when asking to leave. Out of *respect*, do not interrupt a peer or me to ask.

What if I forgot something in my locker, like a pen, pencil, or paper?

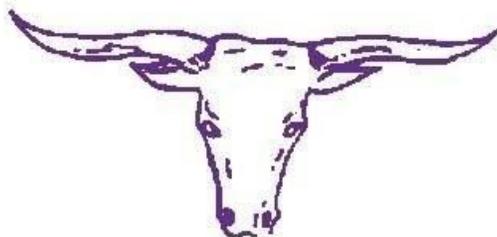
If I have an extra, I’m happy to share, but plan to come prepared. If you must leave to retrieve a forgotten item, you will be tardy. I know you are *responsible* enough to daily come prepared.

What is the homework policy in this class?

Since you are *responsible* and *reliable*, you will bring your work everyday. If you forget one day, however, do not panic. You may turn the work in up until the end of the school day, losing five points from your score. If you have a hall pass, use it, and avoid being docked.

What is the absence policy in English?

We do something EVERYDAY in the Wide World of English! If you are gone, you will have to make up work. If you are planning to be gone for ANY reason, your work must be made up and turned into the teacher BEFORE you leave. If you miss school because of an unplanned absence, i.e. sickness, you will have the same number of days to make up as you have missed (sick Monday and Tuesday, work due at the beginning of class Friday = 2 sick days and 2 work days).



If I am planning on being absent or have been absent, how can I find out what I need to do?

Check the Freshman Center or Junior Hub. All of your assignments and accompanying materials are available there. If you have questions, please ask.

What if I need to talk to you?

Scholars and parents, I am 100% here for you. Please do not hesitate to call, message, or stop by to set up a time to chat.

What if I missed a test or quiz?

You need to make it up within one week of the absence (absent Wednesday = quiz/test made up by the following Wednesday). You may do this before or after school, during lunch, or in study hall. It is your *responsibility* to schedule this with me.

What do we do if you are not here?

Your behavior **MUST** be exemplary when you have a sub. I will rely on you to respect him or her. Listen and do what you are asked. My substitute policy is as follows:

- If I receive any reports of scholar misconduct from the substitute, two things will happen. First, you will be given an opportunity to write a thoughtful and sincere letter of apology to the sub for treating him or her disrespectfully. Second, you will serve detention for thirty minutes or until the letter is written to my satisfaction.

May I borrow a book?

Yes, please. Our classroom library is calling your name right now! Simply select something wonderful, check it out with me, and return it when you are done. Happy reading.

Why are we here?

To learn to think and communicate so that we can effectively navigate our world; to appreciate the beauty writers have laid out for us, and in doing so, find truth; and as Emerson told us, "live in the sunshine, swim the sea, drink the wild air." It's going to be a great year! So glad you're here.

I have read and understand all of the above classroom procedures.

Scholar Signature: _____

Parent Signature: _____

