

General Classroom Policies

This document outlines general classroom rules, expectations, assignment guidelines, and potential repercussions. It is expected that you (the student) and your parents (or guardians) will familiarize themselves with these guidelines.

1. Classroom Expectations

- Be on time.** You are expected to be in class by the time the second bell has rung.
 - ✓ This includes cases where books are “dropped off” – if you have not returned by the time the bell rings, you are considered absent and will be marked as such, until you arrive.
 - ✓ If you arrive on time but are *unprepared* you are also considered to be late, and will be sent out to retrieve the appropriate materials.
- Focus during the lesson.** When notes are being taken, it is expected that you will be following along, quietly, so as to be fair to all students in the class.
- Use practice time.** When time is given to work on examples, group activities, whiteboards, and/or practice work, it is expected that you will use the time appropriately.
- Use of electronic devices.** Cell phones and iPods are allowed in the classroom; however, there are restrictions as to their use:
 - ✗ They are **not allowed** during note taking.
 - ✗ They are **not allowed** during class discussions that require active interaction.
 - ✓ They are **allowed** during independent practice / review time, so you can listen to music.
 - ✓ They are **allowed** during tests and quizzes for the same reason – however, they must remain **face down** on the desk.
 - ✓ They are **allowed** during class activities that require access to the internet or other multimedia functions.Continued inappropriate use of electronic devices will result in a phone-call home and/or referral to a vice principal.
- Respect for others.** It is expected that you will be courteous to your peers and supportive of each other.
 - ✓ Interactions should be polite.
 - ✓ During class discussions, you are allowed to challenge each other’s ideas in a constructive manner.
 - ✓ Use of humour must be in good taste. Check with me before hand if you’re not sure.
- Use of materials.** It is expected you will return any borrowed items (pencils, rulers, calculators) in good condition. If you are found to be unreliable in this manner, you will be asked to leave collateral (such as a phone or backpack) when you borrow something.
- You are responsible for missed work.** If you miss a class for *any* reason, **you** are responsible for catching up on missed work. Ideally, you would make arrangements *outside* of class time to sort out anything you’re unsure of.

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2. Assignment Guidelines

1. **Due dates & returns.** Assignments will be marked promptly after the date they are due. If you have not submitted your assignment by the time the marked ones are returned, it will **not** be accepted. Exceptions will be at the teacher's discretion.
2. Unless otherwise noted, **it is expected that assignments are completed independently.** However, it is understandable you might collaborate with your peers on challenging problems. There is a fine line between truly *working together* and one person simply *copying* the other.
 - a. Always attempt the problem yourself first before working with another person.
 - b. When working together, try to discuss ideas and procedures, instead of going line-by-line through calculations. This will prevent your solution from looking identical to someone else's.
 - c. If you end up working really closely with someone on a problem, *please indicate this on your assignment.* This will indicate you worked together, as opposed to copying.

Protecting the integrity of your own work is important. In the long run, *giving* the solution to a problem to someone else does not help them learn the material.

3. **Use of alternate sources.** It is expected that, unless otherwise noted, you will apply the knowledge and techniques *taught in this class* to complete your assignments. If you seek assistance from some other source – tutor, website, YouTube video, etc. - and it varies significantly from what you have been taught, you will be asked to demonstrate, separately from your assignment, that you can perform the alternate technique independently. If you are unable to demonstrate this, you will not be given credit for those solutions.
4. **Assignments should be presentable.**
 - ✓ Writing should be neat and legible.
 - ✓ Work should follow a logical progression. Solutions should be easy to follow.
 - ✓ Provide clarifications for any steps that are not obvious.

You may wish to consider writing a rough draft of your work, and then submitting a good copy. **Assignments in extremely poor condition will not be accepted.**

3. Quizzes and Tests

1. **Tests are intended to last a single period.** If extra time is required, it **must** occur on the same day as the test (for example, coming in at lunch to start early).
2. If you will miss a test due to **extracurricular activities**, you must discuss alternate arrangements **before** the event happens. Failure to do so will result in a mark of zero.
3. **Unexplained absences for tests, assignments, and quizzes will result in a mark of zero.** If you choose to “skip” a class containing an evaluation, you forfeit your opportunity to receive marks for it.
4. **Re-takes are permitted**, at the discretion of the teacher, so long as the student has demonstrated they have **worked** to improve their understanding.