Coming into class:

* When you arrive in class make sure that you have a writing utensil and paper. If your pencil needs to be sharpened do it before the bell.
* If you were absent check the makeup folder for any handouts you missed.
* Discuss with a tablemate what you missed during you absence.
* Make sure your phone is on silent and out of sight.
* Follow the starting instructions on the board.
* When the bell rings you should be working on the assignment the teacher has given you in the starting instructions.

Sharpening Pencils:

* Pencils may be sharpened at the beginning of class before the bell or after the teacher has finished giving instruction and students have begun working.

Bathroom/Hall Pass

* If the teacher is talking and you cannot wait raise your mercy moment.
* When the teacher makes eye contact with you and nods, you may leave your seat, place the mercy moment in the pass box and take the hall pass.
* If you are working independently take your mercy moment to the teacher for permission to leave the room.
* Only one student may be out of the room at a time if another student already has the pass you must wait until they return.

Turn in papers

* When an assignment is ready to be turned in fold it in half (hotdog style) and write your seat number, name, and period on the top folded corner of the assignment.
	+ Ex:

10

Amanda Geiger

1st period

Fold

* + Papers should then collected by the student in the lowest seat number at the table and placed in the blue basket on the teacher’s desk.

Schedule an extra help session or a test makeup

* Check the teacher’s availability by referring to the appointment calendar on the podium.
* Write your name and what you would like to go over with the teacher.
	+ Ex: Amanda Geiger Section 1.03 Circular Flow Model
	+ Ex: Amanda Geiger Unit 4 Test Redo
* **If your appointment is during lunch** you must write a hall pass and ask the teacher to sign it at the **END OF CLASS.** You must arrive within the first 15 minutes of lunch or the teacher will ask you to reschedule.
* **If your appointment is after school** you must arrive within 5 minutes of the scheduled time or the teacher will ask you to reschedule.

Absent Work:

When you return after an absence:

* Check your unit outline to see what assignments/activities you missed.
* Check the Makeup work folder (filed by class period) for any handouts or worksheets.
* Make up work should be completed as soon as possible and must be turned in before the next unit test for credit.
* If necessary, schedule an appointment to make up a test using the appointment calendar located by the classroom door.

After you finish your work for the day:

* Fold your paper in half with the required labels on the outside and place next to the student in the lowest numbered seat at your table.
* You may then work quietly on make-up work that you need to complete for

this class, studying for any upcoming tests, work on assignments **OR** you may select a book from the large shelf to read until the bell rings.

* When the bell rings you must return any borrowed books to the large shelf.

**You may not play on your cell phone or distract the other students.**

**You may not stand by the door.**