Mr. Putnam’s Classroom Rules:

Rule 1. Bring all needed materials to class.

* Texts / books for current unit
* Writing Utensil
* Laptop & Laptop charger
* All username / password information

Rule 2. Be in your seat and ready to work when the bell rings (online students must have connected to Google meet).

* Failure to seated (or connected to Google meet and visible on camera) at class start will result in a tardy.
* Missing more than twenty minutes of class will result in an unexcused absence (in person or online).

Rule 3. Respect and be polite to all people.

* Listen carefully when the teacher, a substitute teacher, or another student is speaking. Avoid interrupting.
* Fighting, name calling, use of profanity, and disrupting other students’ study in general is intolerable.
* Keep the classroom clean and neat; pick up litter.
* Get permission before using another person’s materials and return borrowed property such as chargers.
* Use equipment carefully and safely. Do not damage classroom equipment or supplies.
* Cellular device (phone, watch, tablet) use in class is unnecessary and therefore prohibited except for recording assignments or important dates on your calendar or taking photos for notetaking purposes. This means you need to put cellular devices on airplane mode or simply power them down. Headphones are also prohibited.
* Leave cellular devices and peripherals in lockers or bookbags to avoid class disruption. Keep them out of your hands, off your desk, and out of your pocket during class unless specifically authorized by the teacher.
* Messaging and social media posting is prohibited during class time (including Snapchat, TikTok, Instagram, etc.).
* You will receive two warnings for violations of the above. Failure to follow this policy thereafter will result in forfeiture of the cellular device to administration until the end of the school day. Refusal to forfeit devices to administration will result in expulsion from class.

Rule 4. Meet deadlines.

* Whether the deadline is the end of the class period or nine weeks hence, submit work on time.
* Late work is eligible for half credit.
* After one week from the assignment’s due date, you may no longer turn it in for credit.

Rule 5. Be honest.

* A single lie discovered is enough to create doubt in every truth expressed. Dishonesty is completely unacceptable and will result in loss of related privileges at Mr. Putnam’s discretion.
* Cheating and/or plagiarism (academic dishonesty) will result in a zero for all parties involved, calls to parents, and loss of classroom privileges at teacher discretion.

Rule 6. Participate in classroom activities, group work, and discussions.

* Participation in class activities is expected. What does it mean to participate?
	+ Follow instructions given by the teacher – at the time they are given and in the manner stated.
	+ Listen carefully to others’ contributions even when you disagree – especially when you disagree.
	+ Make comments (ask for clarification, share critiques, expand on a point, etc.) that reflect that you have paid attention to the speaker’s comments or instructions.
	+ Allow everyone a chance to talk - If you have much to say, try to hold back a bit.
	+ If you are hesitant to speak, look for opportunities to contribute to the discussion.
	+ Don’t interrupt or engage in private conversations while others are speaking.

Grading

* Grading Scale: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59
* Weighted grades: daily work 20%, quizzes & tests 40%, and writing assignments 40% of your quarter grade.
* Composite semester grade: 40% first nine weeks, 40% second nine weeks, and 20% semester exam.
* Individual assignment grades are based on rubrics or simple completion.
* Extra credit assignments are only available to those who have submitted all other main coursework.

Late Work / Make-up Work / Absences

* Expected Absences: If you know that you will be gone for something, you are required to make up the work you will miss before the absence. Doing otherwise will result in late assignments (half credit).
* Unexpected Absences: If you are absent without foreknowledge, you are expected to find out what your assignments/obligations are and complete them **before** the next class period. For example, if you are sick on Monday, on Tuesday find out what you missed Monday and then be ready to turn it in on Wednesday.
* Check Google classroom for assignment and announcement posts, read the class website agenda, and view the recorded classroom stream for any missed class periods prior to the next class period.

Bathroom Use

* Passing time is the best time to use the bathroom, but be sure to be in your seat when the bell rings.
* If you need to use the bathroom during class, please ask for permission and do not take an excessive amount of time – five minutes is reasonable. If you exceed ten minutes a tardy will be issued. If you exceed twenty minutes you will receive an unexcused absence. Please do not interrupt lectures or activities.
* If it is an emergency (you are going to be sick), simply leave the room and explain afterward.
* When time allows, a mid-period break announced by the teacher is the best time for bathroom use.

Beginning-of-Period Procedure / End-of-Period Procedure / Lunch

* There will be instructions for an activity or assignment displayed on the board at the beginning of every period.
* You will be expected to be in your seat working quietly on this activity when the bell rings.
* Do NOT quit working and pack up in preparation to leave until instructed to do so by the teacher.
* Do NOT congregate at the door at the end of the period or prior to the lunch bell. You are expected to remain in your seat working diligently until the bell rings. Going early to lunch is not an option as cafeteria staff must have time to clean.
* After lunch, return to your seat and quietly resuming the prior-to-lunch activity before the bell rings. Failure to do so will result in a tardy. Returning late from lunch will result in a tardy or, if in excess of twenty minutes, an unexcused absence.

Fire, Disaster, & Bomb Threat Procedures

* There will be two fire drills and one disaster drill per semester.
* When the fire alarm rings, leave the room immediately, leaving materials in the room. Turn right as you leave the room and exit through the southwest door by the auditorium entrance. Assemble in the parking lot area to the South of the building. Return to class via the same door/route only when instructed to do so.
* In the event of a disaster, proceed in an orderly fashion across the hall to room 111. Assume a kneeling position with your head between your knees and hands over your head. Protect your head and make yourself as small a target as possible.
* In the event of a bomb threat, follow the same evacuation procedure as in a fire drill. Upon arriving in the parking lot, we will proceed as a group to the football stadium and remain there until an all-clear is given. In the event of inclement weather, proceed as a group to the MCTEA building instead of the stadium.