

Teacher Name: Michelle Workman

Teacher Contact: mworkman@sd44.ca (preferred contact)

Online:

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| English Website: | http://workmanenglish.weebly.com |
| Homework Blog: | http://www.blog44.ca/mworkman |
| InfoTech Blog: | http://workmaninfotech.weebly.com |

Please do not bring food or drinks into the classroom. Water bottles are permitted.

1. Please take off coats and sunglasses while in class. Any electronic devices (MP3, iPod, cell phone, etc.) should be turned off and put away. Inappropriate dress will be dealt with individually. Your phones are not an extension of you. There will be times when your devices may be used APPROPRIATELY in class. Otherwise, they should be on silent and OUT OF SIGHT.
2. Please raise your hand if you wish to say or ask something. Please do not interrupt when others are speaking.
3. Please arrive to class on time. You are expected to be in your seat and waiting for instructions when the bell rings. If you arrive after the bell, please wait quietly and courteously outside. Please do not leave the classroom without first obtaining permission.
4. You are expected to make up any work missed because of any absence. If an assignment is late, 10% per day will be taken off (2 days late = 20% off, 3 days late – 30% off, 4 days late = 40% off). ASSIGNMENTS WILL NOT BE ACCEPTED AFTER FOUR (4) DAYS LATE. If you know beforehand that you will be absent, please inform me so that arrangements for work can be made.
5. If you are away, please make sure the office is notified by your parent/guardian. If you come in late after first block, you need to sign in at the office. If you need to go home in the middle of the day or have an appointment during school hours, you must sign out at the office. An unexcused absence will result in zero (0) marks for any work or exam missed.
6. I will dismiss you from class, not the bell.
7. Cheating and plagiarizing of any sort will not be tolerated. Assignments or exams will be given a mark of zero (0) and your parents/guardians along with the Administration will be notified. Please remember that the person who allows their work to be copied is just as guilty of cheating as the person who is copying the work. This also pertains to responsible use of the Internet.

Overall, your responsibilities in this class include:

- a. RESPECT
- b. To attend class regularly and to be on time
- c. To be prepared for class
- d. To meet deadlines (all assignments due at beginning of class unless otherwise stated)
- e. To use your time efficiently and wisely
- f. To be actively involved as a member of a group
- g. To have a positive attitude
- h. To pay attention, listen, and not be disruptive

All students are expected to be positive, contributing members of the class. Be polite and thoughtful of one another. If your behaviour prevents our class from functioning well, I will talk to you privately and your parents/guardians may be informed.

Students and Parent/Guardian Agreement

I have read the above stated rules and regulations for appropriate behaviour. I agree to do my best to follow these expectations.

Student Name: _____
(please print)

Student Signature: _____

As a parent/guardian, I have read and am aware of the expectations of this class.

Parent/Guardian Signature: _____

Date: _____