



# Kenyon's Class Procedures

**Coming into Class:** When you enter the classroom there will be a warm-up on the board that you are to immediately be working on, independently.

**Turning in Assignments:** Every assignment must include your full name (first and last) and period. If an assignment doesn't have this heading, points can be deducted. Assignments are to be turned into the tray in the front of the room immediately after the bell rings or it is considered late.

**Going to the Restroom during Class:** Only one person will be allowed to go to the restroom at a time. You must sign out in the folder and take the pass with you. Please, be respectful of other waiting to use the restroom. Do not leave during instructional time (notes, procedures, discussions, etc.). If bathroom privileges are being abused each student will receive two bathroom passes per quarter.

**Electronic Devices:** All electronic devices are not to be used while in the classroom, unless otherwise instructed. All electronics, **seen or heard**, will be confiscated and returned at the end of class on the first offense. Upon the second offense, the device will be turned into security. During all classroom assessments cell phones will be placed into a common storage area until the end of the class period.

**Lab Safety & Behavior:** When in the lab you will remain at your assigned lab station. Relevant lab safety and cautions will be discussed prior to each lab, and all safety rules must be followed. Goggles, aprons, and closed toed shoes will be worn for each lab. Every precaution in the lab must be taken so as to not endanger yourself, your classmates, or the lab equipment. Disobedience and horseplay will result in removal from the lab area and a zero on any associated assignments. *Any lab equipment that is damaged by a student will be replaced by that student.*

**If you are Absent:** If you must miss class, check the class website (Google Classroom) for work you can do while you are out. Then when you return from an excused absence, speak with Mrs. Kenyon. *Remember you are responsible for obtaining assignments and scheduling make-up quizzes and exams.* You have the number of days you were absent to make up assignments.

**Organization:** To succeed in school, retaining and organizing paperwork and assignments for all your classes is important. I suggest using a 3-ring binder with dividers to hold all your papers and a calendar or student handbook to track assignment due dates. Please come see me if you need help getting organized.

**Respect:** I do not tolerate disrespect toward anyone or anything. We are all working to create a safe learning environment for every student, every day!

**Class Dismissal:** The bell does not release students from the class period, the teacher does. To ensure prompt release students need to be in their assigned seats and quietly waiting dismissal.

**Let's make this a great year!**