

## Classroom Norms & Procedures

### **Washroom procedure:**

Before leaving the classroom for any reason, students should quietly make their way to the sign-out sheet by the door and sign their name, the time they are leaving at and the place they are going to. Unless it has been otherwise specified, there is no need to ask me for permission to leave or write the time they return at.

### **Cleaning procedures:**

Students must clean up after themselves after each class, being sure not to leave food, garbage, papers, or pencils in their area. It is not necessary to ask to consume food or drinks in the class as long as students clean up afterwards. At the end of the day, students should put their chairs up on their desks.

### **Cellphone procedure:**

Students' phones should be face-down on their desks during class time, and they must ask before using devices in class for anything other than class activities. If students want to use their phones once their work is done, they should ask for permission first.

### **Homework procedures:**

Homework will not be graded, but students are expected to do homework semi-regularly (not every day, but some/most days, depending on the content). Homework will be 'checked' occasionally throughout the semester and students must have completed it at least three times to get the completion marks. Students are encouraged to complete homework in areas they struggle most with as the intent is for them to practice rather than produce perfect answers.

### **Late submission procedure:**

Students have two free "late submission" passes to use per semester with which they can hand in assignments up to a week late without consequence. When students want to use their 'free late pass,' they must email, message, or speak with me within a week of the original deadline to confirm that they are using their late pass. Otherwise, if students need an extension they must speak with me before the initial deadline to agree upon a new one for the specific circumstance.