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| **Survival Guide for Mr. Metcalfe’s Class** |

**Respect vs. Trust**

* ***All human beings deserve respect, but you have to earn trust.***

**Speaking in class:**

* If you want to speak, raise your hand

**My 4 Survival Rules**

1. Keep your knees under your desk
2. Keep your hands to your desk
3. Keep your bottom in your desk
4. Keep your personal items under your desk

**Entering Class:**

* In the FIRST 5 MINUTES of class:
	+ Check the supply bag that is hanging from your desk
		- If anything is missing, tell Mr. Metcalfe
* **Read and follow the directions** on the board for your Warm-Up as soon as you get to your desk.

**Pencil Issues**

* Sharpening
	+ Use the sharpener in your supply bag to sharpen your pencil as needed
* Don’t have a pencil?
	+ Grab the erasable pen from the wooden block that has your number on it **before you go to your seat**.
	+ Be sure to **return my pens** as you leave the room.

**Restroom Issues**

* If you need to use the restroom, use it **before** you come to class or wait until **after** class.
* If you end up going during class, you will need to have **your** planner filled out and signed by me before you leave. (Do NOT get your cell phone from your locker and bring it with to the bathroom)

**Exiting My Class**

* You will clean around your desk BEFORE you go anywhere
* Trash is picked up (even if it is not yours)
* Return any materials you have borrowed from me or your classmate
	+ This includes items from the supply bags and erasable pens
* NO EXCEPTIONS!!!

**Homework Policy**

* While no assignments will be given as “homework,” some assignments may require students to work on and/or finish their assignments at home.
* Students will always be given time in class to complete their work, but some students may need more time at home to finish their work.

**Absent or Tardy**

* If you were absent, **YOU are responsible** for talking with Mr. Metcalfe about what you missed before or after class.
* If you know in advance that you will be absent, please let Mr. Metcalfe know so that you can make arrangements to keep up on work that you will miss.
* Every attempt will be made to help students who are absent get caught up. Check Mr. Metcalfe’s website for potential work you missed.
	+ http://metcalfeclassroom.weebly.com

**Grading Policy (Where does my grade come from?)**

* Grades will be weighted as follows:
	+ Classwork = 60%
	+ Major Grades = 40%

**Cell Phones**

* Cell Phones are NOT allowed in class.
* First time I see or hear your phone:
	+ I, the teacher, will watch you shut down your phone and ask you to put it in “Cell phone prison.”
* If student fails to comply:
	+ Further action involving the office and/or administration will be required.
* Long story short: You and I both need this classroom to be without distractions in order to be successful.
* If you can respect my time in class and do your best to stay focused, then I will do my best to respect your personal property.