

## Ms. Brandenburg's Classroom Procedures

### Daily Supplies

- Agenda notebook
- (2) Pencils or Blue/Black ink pens ONLY
- Folders with paper
- Notebook paper
- Appropriate textbooks/workbooks
- 6. Dictionary

### Class Procedures

1. Enter the classroom quietly, get the appropriate class supplies, and take your seat. Sit in your seat unless you are sharpening your pencil at the appropriate times.
2. Stay in your seat unless you have permission to move.
3. Before the lesson starts: only one person may stand at the pencil sharpener at a time.
4. Before the lesson starts: talking about homework or class work is permitted with your work partner and your group. Remember that time is limited, so leave other conversation until after class. Passing/ Writing/ Reading notes or inappropriate conversation will receive an intervention.
5. During the lesson, pay careful attention and copy all notes carefully. Ask questions, but be sure to raise your hand and be recognized first.
6. Class work assignments must be worked on during class time. If you complete your assignment, you may work on your homework. If you have completed your homework, you have two options ONLY: read or write.
7. End of class: Please wait to be dismissed.

### Class work and Homework

Write your paper heading in the **top right corner**: Name, Date, and Assignment.

Show your work as instructed to receive full credit on assignments.

Assignments must be turned in on the due date to receive credit, unless you are completing work for an excused absence. **NO LATE WORK WILL BE ACCEPTED.**

Assignments that are excessively messy, illegible, and/or have multiple scratch-outs will be returned without a grade. If you see a red "X" in the right, top corner of your paper, you must rewrite the assignment and return it by the next day; otherwise, a "0" will be recorded for that assignment.

**UNLESS OTHERWISE SPECIFIED, ALL QUESTIONS ON ASSIGNMENTS MUST BE ANSWERED WITH A COMPLETE SENTENCE FOR CREDIT.**

### Absences

1. If you have been absent, you must make up the missed work according to the two day per day absent guide.
2. **Copy the missed assignments in your agenda and get my signature for the due date.**
3. Turn in your make up assignments to me when you complete them.

### Your Grade

Quizzes	30%
Homework/Class work	40%
Tests	30%
	100%

### Grading Scale

A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= 0-59