

* **Keep unit work till end of unit**
* **Communicate w/ teacher if issues meeting deadline**
* **Deadlines and important dates are listed in Schoology**
* **Assignments located in Schoology**

**Late work can be submitted until end of unit; drop boxes lock one week from due date but CAN STILL BE MADE UP by attending WIN session prior to end of unit**

* **Submit assignments: paper 🡪Turn-In Tray; digital 🡪appropriate drop box on Schoology**
* **Copies of all assignments in Schoology**
* **Follow all class and school policies (cellphones, food/drink, etc.)**
* **Leave the space as you found it (or better)**
* **Follow established classroom norms (posted in room)**

**Tardies: < 20 min.: quietly enter & read; >20 min., see teacher for expectations unless direct instruction is occurring**

* **Be in / near seat at start / end of class**
* **May create an eHall pass during work time, not during instruction**
* **Listen to understand**
* **Treat all with respect**
* **Always put forward best intentions**
* **Stay engaged**
* **All class info located in Schoology Welcome folder (syllabus, daily slides, etc.)**
* **Email teacher for help outside of class**
* **In class, reach out during work time**
* **Have your book ready to go right away**
* **Complete any bellringers**
* **Arrive with materials: iPad is charged, pencil, book, completed homework**

Ms. Johnson and Ms. Rieckman English I Co-Taught (3B)