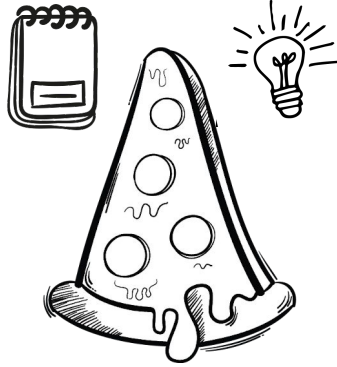


Rules, Expectations, & Classroom Policies

Class Materials

- Come prepared with your binder, agenda, **CHARGED** chromebook, and writing utensils.
- **Chromebooks** will be used **every day**. **STAY** on task. **NO** games, Youtube, etc.
- **Backpacks** are to be kept on the floor, not your laps or on desks.
- Do not wear **airpods/headphones** unless instructed for an activity.



Late Work & Extra Credit

- **Late work** is accepted with an explanation. Please do your best to be **ON TIME**. Use a **LATE ASSIGNMENT FORM** if the assignment is digital/on GC.
- I will let you know when there are Extra Credit opportunities.



Late work will be entered in the gradebook when I get to it. DO NOT repeatedly ask me to enter it 5 minutes after you turn it in.

Villa Dress Code

- Remember that you are a **ROLE MODEL!** You represent the Villa Voice & should always be wearing proper attire.
- If you are out of school dress code, you will be sent to the office. Memorize the policy in your agenda!
- We will design a Villa Voice spirit shirt that each of you will purchase to wear at school!



Respect & Behavior

- Please maintain a consistently **respectful & positive attitude** toward the teacher and classmates. Listen to everyone's ideas.
- Always sit in your **assigned seat** at the start of class.
- Please remove your hoodie while in class.
- **In/Out Log & Hall Pass:** Sign the log when given permission to leave the room for whatever reason. Take the pass.
- **Cell phones** must be kept zipped **INSIDE** of your backpack at **ALL** times. You may also use the Charging Station (follow posted expectations).



Consequences:

- *Name Written on Board: You will be last to leave class Monday – Thursday & conference with the teacher on how to solve the issue.
- *If additional support is needed, **Behavior Cards** will be used. (Similar to Tardy Card)

Absences

- If you miss class, you must talk to the teacher and check Google Classroom to see what you missed.
- Work will show as missing in Aeries until you turn it in.



Tardy Policy

Being on time means you are here in your assigned seat, in the room, ready to work. You must sign your **tardy card** if you are late and do not have a signed pass. (For emergency situations, I need a signed letter from your parent/guardian)



- ★ **ROLE MODEL:** You represent the Villa Voice and our school in everything you do. How you dress, what you say, how you behave, how you treat others, etc. reflects all of us.
- ★ **TEAM WORK:** You will work in teams most of the time, so learn how to be a great teammate! Do your part & help each other with tasks!
- ★ **QUIET ON SET:** When we are filming in studio, please remain quiet!

IMPORTANT REMINDERS



Tardy Card Consequences:

1. Teacher/Student Conference
2. Teacher Consequence (15 min Detention)
3. Teacher Consequence (30 min Detention)
4. Counselor Referral (Central Det/Parent Contact)
5. Counselor Referral (2 Centrals/Parent Contact)
6. AP Referral (Saturday School/Parent Contact)
7. AP Referral (Saturday School/Parent Contact)
8. Principal Referral (Attendance Contract)
9. Principal Referral (Next Steps, etc.)
10. Principal Referral (Probation, etc.)



Privileges

NAME TAGS:

- *You will be given a villa voice staff name tag that will be kept in the classroom. **DO NOT TAKE HOME.**
- *Only take your own name tag with permission (for a job) & return it after the job is done.
- *Never allow anyone else to wear your name tag.

EQUIPMENT:

- *Sign out cameras (on board) with permission.
- *Take care of equipment & do not let anyone else hold or use it. You will be responsible for loss or damages.

Do not abuse privileges or cause me to lose trust!

