



**For all of us to learn, we need to follow some easy and simple rules. Class rules are posted in the classroom. Not only will this help you learn, this will help maintain a respectful and friendly classroom environment. If a rule is broken or our class is disrupted, consequences are as follows:**

- ✎ 1<sup>st</sup> offence: warning
- ✎ 2<sup>nd</sup> offence: lunch detention and contact home
- ✎ 3<sup>rd</sup> offence: disciplinary referral
- ✎ \*I reserve the right to skip steps for severe disruptions.

“It is our choices that show what we truly are.”

-J. K. Rowling

## Using computers

- ✎ Log in to your assigned computer with your username and password.
- ✎ Save everything to your Writing Workshop folder on your account and on your flash drive.
- ✎ Save periodically throughout the class period.





## Turning in assignments...

- ✎ All writing assignments are due at the end of the period on the due date.
- ✎ All work should be completed in class. If you did not complete your assignment in class and you feel you deserve more time, you must receive permission to complete the assignment at home without a penalty.
- ✎ Homework will **not** be given nightly. When it is assigned, prompt completion is expected.
- ✎ 10% will be deducted if an assignment is submitted one day late without a parent note. Half credit will be given if homework is turned in two days late. No credit will be given for work that is turned in more than three days late without a parent note.
- ✎ In case of absence, an additional day will be given to complete the missed assignment.





## Dismissal

- ✎ I dismiss you. Please do not pack up early.
- ✎ If you have a special situation that would require you to leave early, come speak to me and we will arrange something.

## Writing Workshop Grade:

-  Writing 60%
-  Activities and Participation 30%
-  Homework 10%
-  Grades will be available through PowerSchool\*

## When Absent:

-  Speak with a classmate for class notes.
-  Get handouts or work from the *Absent* box.
-  See the teacher at the end of class to discuss specific assignments. Please do not interrupt instructional time to discuss missed work.
-  Check our class site for additional information and handouts.

“The one thing that you have that nobody else has is you. Your voice, your mind, your story, your vision. So **write** and draw and build and play and dance and live **as only you can.**”

-Neil Gaiman

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**I have read and understand the information on this handout.**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Student Signature    Parent/guardian signature      Date

Parent/guardian Contact information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Best time & way to contact me: \_\_\_\_\_