Classroom Policies

**Absences:**

* You will be expected to comply with standard Germantown High School attendance policies as it relates to your assignments (i.e. for every day of excused absence, you will receive one day to make up the work that you missed). It is **your** responsibility to obtain your assignments and to complete them on time. You are in high school now, it is not my responsibility to remind you!
* I will NOT accept late work, according to the GHS IB Program policies. Please, make sure you are aware of the requirements, as I will enforce them.
* In relation to unexcused absences, you will receive a zero for any missed assignments.
* If you happen to miss a quiz or exam during your absence, I will follow the same policy as missed assignments.

**Bathroom:**

* You are encouraged to take care of your bathroom needs before class begins. If the time between classes is too short to do so, please come to class and check with me, so that I can release you to go.
* I will allow students, one at a time, to go to the restroom un upstairs MA. We will be following the 10/10 rule, so you will only be allowed to go after the first 10 minutes of class, or before the last 10 minutes of class. You must have the hall pass and wear it around your neck.

**Tardies:**

* Tardies will be issued if your body is not 100% inside the classroom when the tardy bells stops ringing. No excuses! The consequence will be Saturday school (even for IB students)!
* If a teacher or administrator detains you for any reason, you MUST bring a note, or have that teacher send me an e-mail stating that they did so.

**Test Days:**

* In an attempt to maintain the integrity of the testing environment, no passes out of class will be allowed on quiz/test days.
* All materials, bags, and books must be placed on the tables at the back of the room during the quiz/test.

**Class Study Time:**

* In the event that you are given an in class assignment, you are required to work on that assignment. This time should never be construed as free study time, in which you can work on the subject of your choosing.

**Textbooks:**

* I will do my best to allow you to keep your books at home and notify you when you will need them in class. If too many students forget their books, it will be necessary to bring the books every day.

**Website:**

* You may access lecture outlines and class handouts on my website: http://knelsonhota.com/