

Mr. Bukowski's Class Procedures 2019-20



We all follow procedures every day. Think about anything you do: for something to work correctly there is a certain procedure to follow. The procedures outlined below tell you what to do to make sure everything works well in class so you can learn.

- 1) **Come to class prepared:** Students must be prepared with appropriate materials for each class: any assigned homework done, binder, paper, pencils, pens, eraser, and school agenda.
- 2) **Textbooks:** We will be using a textbook from time to time but instead of signing them out, there will be a classroom set you will use. I will post scans of pages of the text we use in a lesson if you have an assignment since you will not be able to take the textbooks home.
- 3) **Procedure for the beginning of class:** Enter the class respectfully, quickly get settled for study in your assigned seat, review the daily agenda, and stop talking when I begin the class.
- 4) **If the classroom door is closed at the beginning of class:** This means you are late. Get a late slip from the office. Then **gently** knock on the classroom door **once** without making any visual disturbances. I will let you in when there is a break in the lesson. Give me your late slip and quietly start on your work.

Note: You are not under any circumstances allowed to be late for CE class because you are finishing a test or assignment in the previous block.

- 5) **Forget something (paper, pen, etc...):** Quietly borrow from your neighbour.

6) When I am talking: Please do not talk and make sure you are listening. If you do not do this, you will be asked to wait outside while I get the class on task and have a moment to talk to you. Reoccurring misbehavior will result in a visit to your GLC/administration and parents contacted.

7) When my hand is raised: If my hand is up, please ensure you stop talking **AND** raise your own hand until I let you know when to put your hand down.

8) Cellphones: All cell phones are to be powered OFF.

Your cellphones are to be turned off and put in the cell phone tray at the beginning of each class. If you do not hand it in and I see it, whether it's on or off, it will be confiscated and turned into the office, where you can retrieve it at the end of the school day.

NB: There will be many times when we will use cellphones for activities. I will let you know when it is OK to bring your cellphone in and when you must have it off.

9) Off-task / Student Disruption: If you are off task or disrupting the class, you will be asked to wait outside while I get the class on task and have a moment to talk to you. Reoccurring misbehavior will result in a visit to your GLC/administration and parents contacted. If you are doing work from another course or anything else that is not what we are studying at that moment in CE class, the work/book is confiscated, you will receive a detention, and your other teacher and/or parents are contacted.

10) Moving around the classroom: Please do not. Raise your hand and ask permission to do so if you have a reason.

11) Throwing garbage in the garbage can from afar (like a basketball shot): You will have guaranteed a meeting with me after school. Reoccurring misbehavior will result in a detention.

12) Have a question or want to contribute something? Raise your hand. Please do not yell out: it is poor manners and reflects badly upon a person.

13) Sitting: Please do not put your feet up on a desk or chair in front of you. It's a sign of being dignified.

14) Food: No eating in class.

15) Drinks: Water is fine though you need to fill up your bottle before class.

- 16) Washroom:** If you must go, raise your hand give me the “peace” sign. I will nod at you if you can go. If you ask me at the beginning or end of class, be prepared for your request to be denied. If your washroom breaks are excessive, you will be asked to meet me after school to explain why. You are expected to return within 5 minutes. If you abuse this rule and go for a walk around the school, etc., you will have a detention.
- 17) Structuring headings on papers:** Each student will have a unique number in this class. In the top-right corner of your paper, write your class student number and circle it. Then write your name below it. Finally, write the date and any assignment headings. If a particular assignment requires a different layout, I will let you know.
- 18) How to turn in papers:** Starting from the left side of the class, papers are passed to the right. An assigned student will collect them, arranged them, fill out a simple report stating who has not handed in their assignments, before finally handing them to me.
- 19) Remind:** I will send you reminders from time to time so it’s important that you register for my class remind. Not getting an important message because you did not sign up for the class remind will not hold water. You can find the class Remind sign up pdf on my website.
- 20) Absent from class:** Please do not email and/or ask me “I was absent—what did I miss?” Instead, go to my webpage (kellybukowski.weebly.com) to see what you missed. You are responsible for any work assigned during your absence, regardless where you are in the world.
- 21) Missed a test:** If possible, either you or one of your parents should contact me in advance. You have one week from your date of absence to do the test. **It is your responsibility to make arrangements with me immediately upon your return. If you fail to do so, you will write the test at a time convenient for me without any advance notice.**
- 22) Missed a film:** At times, we will watch films related to something we are studying in class. You will always have some work to do while watching the movie. If you are absent, you are still required to do the work. If you cannot find the movie online, then you will be watching the movie after school in the library or Student Services.
- 23) Submitting assignments if you are absent:** Take a photo of work with your cell phone and email me that: you can give me the original when you return. If you are absent, the due dates are still in effect for you.

24) Missed a journal: We will do a lot of journaling in this course. If the journal topic is impossible for you to do (for example, it is on something presented in class that you don't have access to via the Internet, then do a one-page (single spaced) LSP journal reflection that day's Gospel reading. To find the Gospel reading for that day, simply google it.

25) End of lesson procedure: Remember to continue working until I give you permission to pack up. If you do not do this, we wait and cut into your time.

26) The TOC procedure: If the TOC writes your name down, you have guaranteed a meeting with me after school upon my return to explain why this happened. **NEVER** submit late work to a TOC.

The rules and procedures on this sheet may change throughout the year. If so, I will give you at least one class's notice regarding the change.

Other Information

1. **Plagiarism:** Don't do it. If you do, the consequences of the NDRS Academic Honesty Policy are applied.

Note 1: Plagiarism that involves another student—even if the other student did the work on their own and just “lent” the completed work to the student caught cheating—will also be considered to have violated the academic honesty policy and will be subject to any consequences in the school policy.

Note 2: Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Using this definition means that not only straight “word-for-word” copying is plagiarism but so is slightly modifying the words and/or thoughts of another person and submitting as your own.

Some examples of Academic Dishonesty include:

- A student cheats on a quiz.
- A student copies the homework of her friend before class
- A student steals or alters a file from a computer
- A student copies (e.g., cuts and pastes) words off a source he found on the Internet for an assignment.
- A student slightly alters the work of another or a resource and passes it off as her own.
- A student knowingly lets another copy her work.

Note 3: All the assignments in this course are individual assignments, meaning you are to do your assignment by yourself.

2. **Journaling:** We will be doing quite a bit of journal writing throughout the year. I encourage you to be open with your thoughts and feel at ease that what you write will only be read by myself. There is one situation however when this does not apply, this being situations when there is a serious concern of someone's well-being at risk.
3. **Seating Plans:** We will have a seating plan for this class. I may make small changes to it from time to time.
4. **Submitting assignments:** It is your responsibility to get your assignment to me so make sure hand it in in a safe manner. I have student helpers record assignments as they are submitted so it is impossible for students to claim they handed it in and I lost it. If your assignment is in some sort of electronic format (word doc, powerpoint, etc...) and submitted via the Internet, keep a copy of it until you receive it returned.

5. **Retests and Redoing Assignments:**

There are no retests in my classes.

With regards to assignments, any student who receives a mark between 0-59% (Incomplete/Insufficient minus proficiency to Emerging proficiency) may request to do a follow-up assignment. The maximum mark a student will receive is 60% / Emerging proficiency. The mark received on the follow-up assignment will stand.

Important: I will talk to those students who receive below 60% / Emerging + proficiency immediately upon marking the assignments to find out if they want to redo the assignment. If they do, they will need to do the follow-up assignment immediately since I need to receive it before I hand back the marked assignments to the class.

6. **Late assignments and Dead Dates:**

- i. Assignments are due at the beginning of class. Late assignments will lose 5% per day up to a maximum of 40%.
- ii. **Dead dates:** A dead date is a date where an assignment will no longer be accepted, which is by default when I return the assignments to the class. Term cutoff dates are also the dates late work for that term will no longer be accepted.

Important: There are some situations where the dead-date is when I return the marked work to the class or go over the answers in class. In general, assignments of this kind will be shorter worksheets and knowledge-based textbook questions. In such situations, I cannot accept any

late work. Remember that if you are absent, you can take a picture of your completed work, email it to me before the end of the day, and then hand in your hard copy the next class.

7. **Community Service Hours:** All Christian Education students must complete twenty (20) service hours for the school year. These hours are worth 10% of your final grade. Ten hours are due January 6, 2020 while the other ten are due May 19, 2020.

Please refer to the ND service hours policy sheet to understand what is acceptable and what is not. The policy sheet as well as the ND service hours report sheet can be found on my website. Then click on the pdf files you need. You can also ask me to give you extra copies.

You must use this new community service hours report sheet; if you use the old one (which does not have a space for date and also email address), it is almost guaranteed you will need to fill out a new one or have the supervisor contact me directly.

My apologies for the long list of information but you will find my class to actually be smooth because my students know exactly what to do. Thank you for your cooperation.

Mr. Bukowski ☺