

Men of Letters Class Expectations

- ❖ All assignments will be typed, unless otherwise specified.
- ❖ **ALL WORK**, *unless specified*, must be **DOUBLE SPACED**. Work that is not double-spaced, will receive an “NC” (no credit). **This is NOT negotiable.** *****
- ❖ All papers will have a proper heading. The upper **LEFT** hand corner of the paper, just above the line, will have the student’s last name, (comma) and then first name. The date will go just below that line. The assignment title will go on the next line.

Willcox, Mrs.
January 27, 2010
Free Write, Week 1

- ❖ Homework, unless otherwise specified, will be handed in the beginning of class. Any work handed in thereafter will be counted late.

Students will be given one week to hand in any late assignments. This must be done at the beginning of the next class. Any assignments more than one week late will be counted as a zero. Students will be given half credit for late assignments.
- ❖ Students will be expected to contact the instructor if he or she has a question via email or phone. (Mrs. Willcox’ e-mail address: lsajah54.13@sbcglobal.net or 620-259-7125.) If contacting instructor by e-mail, kindly put “MOL” in the subject area. Kindly do not wait until the night before class.
- ❖ If a student is absent due to illness, his assignment will not be considered late, if handed in the following week. Students (or their parents) **MUST** contact Mrs. Willcox regarding illness/assignments.
- ❖ “In class” assignments must be done neatly.
- ❖ Students will be expected to participate in group activities & discussions
- ❖ Students must **HUSSLE** into class & immediately be ready to work. Time is short and we have a lot to do during the time allotted.

Class will BEGIN, promptly at 12:30 p.m. Do not be late to this class.
- ❖ Students will bring all specified materials to class, each week. (Unless specifically stated, otherwise). Students will bring the required color/ kind of materials. **NOTHING** may be substituted.
- ❖ Students will be respectful of all around them: the church property, other students, adult helpers & the instructor.
- ❖ Students will behave in a manner that exemplifies honor. Respectful attitudes will be expected throughout class.
- ❖ Students will make it known to the instructor if he or she does not understand the materials presented. (No missed learning opportunities, please!)
- ❖ Students are encouraged to avoid procrastination. Don’t wait until the night before to do your work. It will not be your best and you will not learn as much. This will be a waste of your parents’ money and of our time (mine and yours).
- ❖ Students are expected to turn in ALL assignments—even if they are late enough to receive zero credit.
- ❖ Students will wear their nametag **IN A VISIBLE AREA** (on shirt, near shoulders or around neck) for the first 4 weeks of class. **No nametag switching!**

- ❖ CHFM has a policy about gum/pop/food/electronic devices in class. These things are not permitted. MOL will uphold the CHFM policy. Please do not bring these items to class.
- ❖ Student-teacher respect will be in place at all times. Sassiness, rude remarks and the like, will NOT be tolerated. Students who wish to challenge this rule, will be dismissed to visit Mrs. Warner or Mrs. Ryan, IMMEDIATELY. *If a student is asked to leave my classroom, a conference between the parents and the teacher must occur before that student will be permitted back into the classroom.*
- ❖ It is the responsibility of the student to arrive in class in enough time in order to prepare for class. It is expected that each student come to class, place his or her homework in his or her file and be ready to begin the lesson on time. I suggest 12:20.
- ❖ Each student/parent must read the Grading & Level System document. Signing below, indicates that you have done so. (Not necessary for 2nd semester)
- ❖ Our syllabus is tentative. It needs to be understood by students and parents, alike, that the instructor reserves the right to change or adapt the syllabus according to student needs and/or events that might affect class time. Every effort will be made to give ample warning, if such a change is necessary.

Student
Signature: _____

Parent
Signature: _____

E-mail address:
(Please print) _____

Home Address:
(Please print) _____

Phone number (answering machine helpful): _____

Student Level: Level One Level Two Level Three

****Remember your level could change according to unforeseen circumstances, progress, or parental request.***

**Parents, after reviewing your evaluation sheets, I will assess your student a level.. HOWEVER, if your child has had me for a teacher before, he/she will be placed in LEVEL TWO, unless you and I have agreed otherwise. Students who have had me as a teacher for two or more years, will be placed on LEVEL THREE.

PLEASE REVIEW, CONSIDER & SIGN.
KINDLY PRINT OUT BOTH SHEET, 3-hole punch, STAPLE, & BRING TO OUR FIRST CLASS!