

Wordsmith Class Expectations

- ❖ All assignments will be typed, unless specified to be otherwise.
- ❖ 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. Write on the upper LEFT hand corner of the paper- just above the line: 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 will be handed in at the beginning of class.
- ❖ Students will be given one week to hand in any late assignments. 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’s e-mail address: Isaiah54.13@sbcglobal.net or 620-259-7125.) If contacting instructor by e-mail, kindly put “Wordsmith” 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 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. Bring your thesaurus and dictionary every week!
- ❖ 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 will wear their nametag IN A VISIBLE AREA (on shirt, near shoulders or around neck) for the first 4 weeks of class. No name tag switching!
- ❖ CHFM has a policy about gum/pop/food in class. It is not permitted. WS 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.
- ❖ Students must HUSSLE into class & immediately get ready to work. Time is short and we have much to accomplish! . You must be in your chair READY to begin working by 2:00 p.m. Arrive at least five minutes early.

DO NOT BE LATE TO THIS CLASS.

- ❖ 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: _____

PLEASE REVIEW, CONSIDER & SIGN.
KINDLY PRINT ALL SHEETS, STAPLE, 3 HOLE PUNCH, & BRING TO FIRST CLASS!