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**Course Outline & Procedures**

**Welcome!** We will cover the Fall of Rome through the Cold War in this survey class.

**Daily Info**

* **You will need to bring the following materials *every day*:**

• 3-Ring Binder • Paper • Highlighter • Pen/Pencil • Red Pen

* **Assignments:** If you are unable to complete an assignment in class, you may complete it as homework and turn it in before the bell the next day with no penalty. After that, it will be marked off one letter grade per day.
* **Tardies:** Come in without disrupting class. If you do not have a pass, you are late. Placed backpacks or other personal belongings do not count for being on time.
* **Absences: You are responsible for getting materials you missed the previous day**. Materials are in the “make up” folders under the TV. For an excused absence, if there was an assignment or project, you will have the number of days you missed to it turn in. (miss 2 days, turn in up to two days later).
* **Participation**: You will get 5 points per day for being attentive, engaged, and having all materials. Points will be taken off for infractions such as sleeping, cell phone use, and being disrespectful.
* **Grading:** 40% Tests, 40% Class Assignments, 20% Participation.

**Rules**

1. **Be in your seat** *with materials ready* when the bell rings. (if not, you’re late)
2. **Demonstrate respect** for yourself, your classmates, and any adult in the room.

 **Procedures**

* **Coming In:**
1. Find your assigned seat.
2. Get everything out and ready, and **be seated by the bell**.
* **Forgotten supplies:** *Ask someone before the bell!!* As a last resort, ask me.
* **Going to the Bathroom:** If you need to use the bathroom during class, **hold up 2 fingers**. You will be given a nod or a shake to let you know if your request is granted. Once it is, a pass will be given to you at the next available break in instruction. Then you will **sign out** on the list near the door and go. **Sign back in** when you return. There is a 5 minute maximum for bathroom breaks. Only one person is allowed out of the class at a time.
* **Getting Quiet:** When the class needs to be quiet or come back together, I will count to three. By three, all students should be quiet and paying attention. Failure to do so will result in angry German counting and possibly silent work.
* **Throwing Away Trash:** Please wait until the end of class or a break in the lesson.
* **Dismissal**: *Lining up at the door does not make the bell ring faster*, nor does packing up tell me to stop teaching. I will let you know when it is okay to pack up. I promise.