

American Literature
J. Todd
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1. Always be on time! The door will be **locked** and **closed** when the bell rings. You should be in the door before any part of the bell sounds.
2. We will follow the school tardy policy. Again, the door is locked at the sounding of the bell, so no running through the door when the bell rings. You may only enter the class with a pass from the attendance office or front office.
3. Always be prepared for class! This includes bringing pen, paper, notebook and textbook. You are required to keep a notebook for this class and are expected to have it in class every day. You should have a place in your notebook for the following: Unit Notes, Returned Assignments, MLA & Research, and Handouts. I would organize the notebook by units.
4. You are expected to turn in ALL assignments ON TIME. If you are present at school on the day an assignment is due and you check out early, it is your responsibility to get the assignment to Mr. Todd before leaving. Late points will be deducted for any work turned in late (**15 points per day**). **“Late” means not turned in at the beginning of class.**
5. When writing an in-class essay, one should skip lines between each written line (double-space) and write in blue or black ink for rough drafts and final essays. Do not write on the back of the paper. Research papers must be typed according to the guidelines set forth in the MLA Handbook.
6. You must make up all work within a timely manner. **You are allowed two days per day missed to make up work and turn it in.** Otherwise, a zero will be given for that assignment. It is your responsibility to ask me for the makeup work and to schedule an appointment for a makeup test.
7. **Extra Credit:** I expect that each day you will do the work assigned, participate in class, and follow the expectations for the class. There is **no extra credit** offered in this class.
8. **Any cell phone I see or hear goes to the office.** Please refer to the handbook for the specific policy. The same is true for iPods, iPhones, or any other electronic device not permissible for in class use.