## Mr. Debes’ Government Rules and Regulations-Room 147

1. ATTENDANCE/CLASS PARTICIPATION

* Please be on time**.** Once the bell rings, you should be **in your seat and working on the DAILY DRILL.** If this is not the case, then you will be considered “late.”
* If you are not **in your seat** in the classroom when the bell rings, you are missing class time, & are considered tardy. If you do not have a pass when you arrive tardy, it is unexcused. (Do not ask me if you can go back and get a pass or to call another teacher/administrator to get an excuse). We will follow school policy with regards to unexcused class tardies. Furthermore, each late WILL also impact your daily grade.
* To be successful, you MUST be in class. I understand that there are occasions when you will be out of class (emergency bathroom breaks, necessary visits to the nurse, called to the office, etc.), but you should endeavor to keep these to a minimum. If you take excessive, or lengthy, “breaks” from class, you will lose daily grade points, **AND you may not be allowed to be excused in the future.**
* Bell-to-Bell: The class ends when I dismiss class. If I need to hold class for a minute or so, you will need to finish what we are doing before you leave (this is extremely rare). **DO NOT look at the clock & see that the bell is going to ring soon & start packing up**; if you do so, you will lose some/all of your daily points for the day. If I do wrap up class a few minutes early, you may pack up, but you must remain in your seat. **DO NOT LINE UP BY THE DOOR.**
* Absences: If/when you are absent (for an excused reason), please pick up make-up work as soon as possible. There is a set of shelves by my desk that will contain worksheets/handouts/assignments for the previous week of classes. **IT IS YOUR RESPONSIBILITY TO PICK UP THIS WORK & SEE IF YOU MISSED ANYTHING ELSE** (notes, class discussion, video, etc.). If you were absent for an extended period, or if you missed a lot of work, you will need to make arrangements to pick up the missed work **BEFORE OR AFTER SCHOOL**. (Please do not ask me to get a weeks’ worth of work during class) \*If you are absent on the day of a test or a quiz, you will have to make arrangements to make up the test/quiz before or after school. **You will not be able to make a quiz/test up during my class or any other classes**, except for a study hall\*

1. ATTITUDE AND BEHAVIOR: RESPECT THE TEACHER AND YOUR CLASSMATES!

* Disruptive and rude behavior will not be tolerated and can result in detention.
* Please show respect for teachers and fellow students. This means, among other things, refraining from speaking when the teacher or other students are speaking.
* Disrespect for students, teachers, SUBSTITUTE TEACHERS, or other staff can result in detention.
* Please do not get out of your seat without permission. I do not care if you have to get up to sharpen a pencil, throw something in the trash, etc., but don’t just wander around the room.
* Please don’t throw **ANYTHING** in the room (pens, pencils, trash, etc.)
* A large part of this class involves collaboration with other students, participation in group activities, and discussion with the teacher and students. **Failure to participate in these activities will result in loss of daily grade points and in detention.**
* **NO SLEEPING IS ALLOWED**. Please don’t put your head down and hide your eyes or I will have to assume you are sleeping. If sleeping/having your head down becomes an issue, you may have to stand/go sit in the hall. Sleeping will result in the loss of daily grade points, AND detention.
* Working on other assignments is not allowed.
* Doing hair, applying make-up/lotion, applying perfume/body spray, etc. is not allowed.
* **CELL PHONES SHOULD NOT BE OUT IN MY CLASS**; there is no need to check the time, there’s a clock on the wall. There’s no need to use your phone as a mirror, as you should not be doing your hair/make-up, etc. If your phone is out, I will ask you to give it to me. If you refuse, you will have to go to the main office & talk to an administrator. Do not try to hide your phone behind your purse/book bag, don’t try to text in your lap, etc. If I have to tell you to put a cell phone away, you will lose daily grade points, perhaps ALL of your daily grade points.
* If you do not serve an assigned detention, you will be referred to the main office.

1. GRADING

* 10% Daily Drill: Each day, you will be required to complete a daily drill. These daily drill sheets must be turned in at the end of each week. If you miss a drill, it is your responsibility to complete it before you turn it in. If you do not have the drill ready when it is collected (at the beginning of class on the last day of the week), points will be deducted. Each week of drills is worth 50 points.
* 10% Daily Grade: You will be given a daily grade based on your preparation, attendance, behavior, and participation in class. Each week, your daily grade will add up to 50 points.
* 30% Class work: This includes, but is not limited to; participation in discussion, group work, reading aloud, etc. Furthermore, all written work, special projects, presentations, etc. that are done in class, the library, or computer lab will be included unless otherwise noted by the teacher.
* 10% Homework: Homework should be completed by the due date, and involves any assignments to be completed outside of the classroom.
* 40% Tests/Quizzes: This includes unit tests, announced quizzes, pop quizzes, open-note quizzes, and other assessments, as identified by Mr. Debes. Tests/quizzes that you receive a poor grade on can be re-taken, but this MUST be done after school.
* If you don’t complete an assignment by its due date, you will receive a zero. If there are extenuating circumstances that prevented you from meeting an assignment’s due date, you should speak with Mr. Debes about turning in late assignments; however, you may only receive ½ credit for late work.
* EXTRA CREDIT: I frequently offer extra credit assignments throughout the year. Please take advantage of them. **I DO NOT offer “last minute” extra credit at the end of each quarter**.

1. BINDER

* You need a **separate three-ring binder, or a specific section in a three-ring binder for this class**. This binder should be used to keep your Government materials organized, in chronological order (DATE EVERYTHING), oldest material/assignments in the front, newest material/assignments in the back. \*\****All work should be retained in this binder until the end of the course. It will be useful for studying for tests AND you will have the opportunity to receive extra credit for binders that are organized and complete at the end of each quarter\*\****
* Extra help is available after school. See me to make arrangements.

1. SUPPLIES: YOU NEED TO BRING THE FOLLOWING ITEMS TO CLASS, EVERY DAY! You are responsible for bringing these to class. If you arrive without these materials, and they are needed that day, you will lose Daily Grade points, you may receive detention (especially if it is a chronic problem), or be sent to an administrator.

* 3-ring binder, with lined paper
* Textbook
* Blue/Black pen OR a #2 pencil
* Student planner--You **will not** be allowed to leave without YOUR planner. **I WILL NOT write you a paper pass**. If you need to go to the nurse, office, bathroom, etc. & do not have a planner, I will write you a pass to go to the office to buy a new planner; you will need to return with the new planner & the pass signed by an administrator/secretary in order to go to your destination.

If you have any questions or concerns, please see me before or after class. Parents/guardians can contact me at (412) 664-3650 X8147, or jdebes@mckasd.net. I look forward to a great class!

Please sign below indicating that you have read, understand, and agree to the Rules & Regulations.

Student name (PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_