Rules to live by in Harbin’s class

1. Be on time!!!!!! Tardies are seriously one of my pet peeves. I will call you out every. Single. Time.
2. Check the website for information on assignments, handouts, due dates, etc.
3. All work should be written in ink or typed. I DO NOT ACCEPT WORK DONE IN PENCIL.
4. Turn in work on time.
	1. The last five minutes of class, jot down what we did in class and what’s due when
	2. Check the website when you’ve been absent and ask a friend what the assignment was.
	3. Don’t wait until grades are posted before doing a make-up assignment; the work will be too late.
	4. You may turn in a late assignment before the 8:25 bell the next morning for a 10-point penalty. Two days (the next class period) will be a 50-point reduction, but even a 50 is better than a zero.
	5. Come to the first half of power hour for additional assistance.
5. Leave me alone the first 5 minutes of class.
	1. Sounds so much harsher than I intend.
	2. Just give me a few minutes to take roll, pass out papers, etc. I’ll let you know when I’m ready to deal with questions.

Grading:

50% Essays—Double space all essays—skip lines if you hand write them; change your line spacing to 2 if you type them

30% Tests/quizzes/projects

20% Classwork/homework

General policies and such

1. Take responsibility for knowing what’s going on.
2. If you’re absent and an assignment is due, email it to me at harbind@duvalschools.org. However, I cannot print your work. The emailed work will mean you don’t take a late penalty, but you still have to bring me a hard copy.
3. I can’t print your work here. You must take care of it before class. Please, don’t even ask. The answer will be no, and one of us is bound to become irritated.
4. Plan ahead. That’s the best advice I can give you about this class. When you wait until the last minute and the unexpected happens, (trust me, it will) you will have to deal with whatever consequences result. I will give you tips and tricks for getting organized, but you must meet me half way.
5. If some sort of serious problem (illness of you or a family member, for example) comes up, please let me know before it interferes with your work.

While much of this sounds picky and strict, I’m aiming for clear expectations. Know that my personal goal in teaching you is to help you grow as a reader and writer. I know that school can be tedious, but I hope to inspire you to read more, think deeply, and express yourself clearly.