## When you walk in the door:

* Go to your seat and begin correcting the sentences on the board or on the activity as directed.
* If you complete the opening activity early, please read silently.

## If you are tardy:

* Hand me your pass, if you do not have a pass then you will be counted tardy
* Remember: 3 tardies earns a detention.
* Quietly go to your seat and pick up where the class is (please don’t distract the class!)

## When you turn in homework:

* Turn homework into the appropriate tray on the counter.
* Homework should have a name on it!

## If you do not have your homework:

* Get a yellow sheet from the drawer.
* Fill out the top portion of the tray.
* You will receive a ZAP, but get that puppy turned in ASAP!
* If you do not fill out a yellow sheet and I do not have your work, you will get a detention. (liiike, you tried to pretend like it was done but it really wasn’t….or you weren’t paying attention when the rest of the class handed in work….etc)

## If you need to leave the room:

* Ask politely-Understand that Mrs. Olinger may say no (especially during tests, quizzes, or lectures)
* Fill out a pass on your handbook.
* Move quickly—like a bunny.

## If you have been absent

* Check the Absent Binder. Find the date you were absent and make note of any missed motes, homework, etc.
* If you missed any handouts, please get them from the bins in the back of the room.
* If you missed a test or quiz, schedule a time with Mrs. Olinger to make it up ASAP.
* You are responsible for making up your work and getting all items from these designated locations or other students.

## When you need pencil or paper

* I have some to borrow in the back of the room
* Don’t be an irresponsible hog: I get it; we forget things once in awhile, but I am not Target. Bring your stuff to class.

## If you finish your work early

* Read a book. Trust me, you need to do this.

## If you are ready to check out but class isn’t over

* Bring your A game and check back in!
* Raise your hand and say, “I need a refresher.” If I nod, then stand up and do 10 squats and sit back down.

## Before you leave

* I will dismiss you. Please don’t pack up or leave until I give your the go ahead.
* Do not line up at the door (irritating and a waste of time…read)
* Check your area (desk and floor around your desk) and pick up any garbage.

## A Note About The O Universe

* This is my space-respect it.
* What’s mine is mine. Don’t steal it or break into it…or touch it….or breath on it.
* Don’t go through my cabinets and cupboards without consent…I don’t go through yours!
* I am not your maid-pick up after yourself.
* If you use my stuff—GREAT---put it back.
* My classroom is not your trashcan; put all paper scraps, garbage, wrappers, etc in the trash. Not on the floor or in desks.
* If you break it…you buy it…or at least fix it (i.e. staplers, books, etc)