**KEYS TO SUCCESS**

1. Attitude
2. Motivation
3. Concentration
4. Consistency

**GUIDELINES FOR GROUP WORK**

1. Stay focused on your group
2. Ignore other groups
3. If distracted, get back on task quickly
4. Listen when someone is speaking
5. Involve everybody
6. Compliment good attempts/ideas
7. Handle disagreements with respect and courtesy
8. Make all people feel comfortable and worthwhile

**The value of a group is the fact that people are different; with different ideas and ways of thinking about things.**

**NEVER hesitate to talk with me!**

**I am available before or after school, at lunch, and during planning period. Make an appointment if possible,**

**or just stop in.**

**LET COMMON SENSE BE THE GUIDE**

For this class to be an educationally and socially enjoyable and valuable experience, there obviously must be a certain framework of acceptable behavior. You can certainly have a lot of fun, and at the same time behave in an appropriate and respectful manner for classmates and the teacher(s).

* Come to class on time 🡪 If held up by a teacher, bring a note. Excessive tardiness may result in point deductions and/or detentions.
* Be prepared 🡪 Bring binder, pen or pencil, highlighter, have homework prepared, know what is going on.
* Pay attention to instructions, ask for clarification.
* Raise your hand to be acknowledged to speak 🡪 Do not interrupt someone else who is talking.
* Stay organized 🡪 write down assignments and due dates.
* Show respect for classmates and teachers property 🡪 If you make a mess, even a small one, clean it up.
* Communicate with teacher 🡪 If you are having a problem with material, assignments, people, etc., let me know ASAP. Don’t let little problems become big problems; avoid the “snowball” effect.