

## **Student Code of Conduct**

To ensure a safe and positive learning environment, let us strive to love and encourage one another in a manner that is pleasing to God and yield to the exhortation found in Philippians 2 to “look not only to [your] own interests, but also to the interests of others.”

- Students are expected to sign into Zoom meetings on time and be prepared to participate in discussions, activities, and presentations.
- During our Zoom discussion times, students should plan to be on video for the entire hour and avoid using the chat feature to chat with classmates during discussion.
- Students are expected to do their work with honesty and integrity, including refraining from broadcasting their grades to other students or making excuses for incomplete homework. (Proverbs 4:25-27)
- Students are expected to wait patiently for their turn during class activities, refrain from talking when the teacher is talking, and wait to be called on to ask questions. (Ephesians 4:2)
- Students are expected to give the teacher and fellow students their attention and refrain from causing unnecessary distractions.
- Students are expected to show respect for other people and their ideas by using encouraging words that build others up and by avoiding discouraging words that make fun of or tear people down. This includes name-calling, talking back to the teacher, complaining about homework, asking when class will be over, or using discouraging words such as “lame,” “stupid,” or “shut up” during class time and outside of class time. (Ephesians 4:29)

## **Homework Policy**

- To ensure a smooth learning progression, it is important that students commit to staying on schedule with their homework assignments. All homework must be uploaded into the proper Dropbox folder before the beginning of the class in which that homework is due.
- If students have questions throughout the week regarding the homework, it is their responsibility to contact me at [cvdunkin@hotmail.com](mailto:cvdunkin@hotmail.com) . They should not wait until the day of class to tell me that they did not complete their homework because they did not understand the assignment or that they were having technical difficulties.
- Students should save and upload all files as a Word or Word-compatible document.
- When saving files, students should include their name and a helpful description of the assignment in the file name (i.e. James Verbs Quiz).
- Students should double-check that they have successfully uploaded their files into the correct folder in Dropbox.
- Students must not open classmates’ Dropbox folders and look at their work or move their files.

### **Sick Policy**

- If an illness or family emergency restricts a student from completing an assignment by the due date, a parent must contact me in writing and ask for an extension for a specific amount of time.
- If your child needs to miss class for any reason, it is the parent's responsibility to review the topics listed in the "Class Discussion" section of the syllabus with your child to ensure that he or she understands the material.

### **Curriculum Sharing Policy**

- The curriculum used for these classes is the intellectual property of Christine Douglas, and parents or students are not permitted to copy or share physical or digital copies or post the material anywhere online.