**Classroom Guidelines and Expectations**

* Come to class prepared and organized, with all necessary materials (notebook and pen or pencil), in your seats and ready to work when the bell rings.
* If you cannot show up on time (prior to the late bell), knock once and remain outside until the door in answered. If there is no answer, knock again after waiting two minutes. When the door is opened you MUST offer a reason for the tardiness. It is your attitude that dictates whether or not you will enter the classroom.
* All assignments will be turned in prior to the late bell or at the end of class. Each class has a basket for work to be graded. Obtaining the graded assignments from your folders will also be done prior to the late bell or at the end of class.
* I will hold work with no name for two weeks. After this time the “no-name assignment” work will be thrown away.
* If you cannot fill out the forms correctly including, name (full name), class period and date, there will be an automatic 20% reduction of said work.
* All handouts provided by the teacher will only be distributed once, for each time a student ask for the handout they lost, or left at home or their dog consumed, there will be a 20% reduction of the work. You lose the paper given to you the maximum you can receive is 80%.
* All homework assignments will be cited. You must paraphrase from any source you use. If you plagiarize from the internet or other sources (cut and paste), you will receive a zero for that assignment.
* If you “ditch” my class, you will be given no opportunity to make-up missed work. If you skip class during a test you will receive a zero for that exam and no make-up will be provided.
* No cheating or borrowing of another’s work.
* Males, NO SAGGING! Females no inappropriate/revealing clothing! Refer to the Student handbook for further instruction.
* Refrain from talking or interrupting while the teacher is talking. To gain the teacher’s attention, students shall raise their hands.
* Worked missed due to absence is the student’s responsibility to complete in the time allotted. Any work that is missed will have a deadline for turn in.
* Being tardy or absent. Please refer to the student handbook.
* Discipline. Please refer to the student handbook.
* Respect your teacher, yourself, and others. Follow the “Golden Rule,” treat others as you would have others treat you.
* Communicate. If you need help, ask. I am available for extra assistance during 4th period and before school on Monday and Friday.
* Extra Credit. There will be limited opportunity for extra credit work and there will be none granted the last week of the semester.
* The privilege of eating and drinking in the classroom must be earned. The following items must be satisfied before the privilege is earned:
  + Up to date on all homework and class work assignments.
  + Passing the class.
  + Cannot exceed three tardies.
  + If you are tardy, your privilege will be revoked for one week.
* The same rules for food and drink in the classroom apply to hall passes. In addition, you are allowed 5 hall passes for the entire semester; I suggest you use them wisely and for emergency situations. Once your passes are all used, you WILL NOT be permitted to leave the class. Passes cannot be used during the first ten minutes or last ten minutes of class. No bathroom break shall exceed 5 minutes or hall pass privileges will be removed. There will be no hall passes given during the teachers lecture.
* Clean up after yourself. Drinks in the classroom are allowed, if the privilege has been earned, but require a secure lid. Light snacks are also acceptable. When I start disposing of garbage that was a student’s, this privilege will be removed for ALL students in the class. So help each other out to maintain this privilege.
* If there is a substitute during your class period, they have clear instructions to identify all students breaking school rules and classroom procedures. If a substitute knows your name in the one day of exposure to you in the class, it is probably for negative reasons. All incidents with substitutes will result in IMMEDIATE REFERRAL!
* Cell Phones, IPads, IPods, music devices and other electronic devices (including headphones) shall not be seen in the classroom. The exception to this rule is occasionally, at the teacher’s discretion, there will be use of your Smart phone to access information pertaining to geography or classroom assignment.
* Please refer to handbook provided for questions concerning school policy, such as exemption, suspension, lunch schedules, etc.

**Two Expectations from the students: GREAT EFFORT and GREAT ATTITUDE!**