

Rules and Procedures

Classroom Rules:

1. Treat students and faculty with respect. RUDE BEHAVIOR WILL NOT BE TOLERATED!
2. Come to class prepared with **ALL** materials and assignments.
3. Be in your desk ready to work by **7:45 a.m.**
4. The Student Handbook is to be followed at all times.

Consequences:

First Violation – Verbal warning.

Second Violation – Conference with student. A privilege may be taken away or other action taken such as student assigned sentences, dictionary definitions, silent lunch and possibly a conference with the parent.

Third Violation – Student will be sent to the Principal with a discipline form.
The principal will determine appropriate discipline.

Procedures:

1. **Before** 7:50 a.m. you should:
 - a. Use the restroom
 - b. Go to your locker
 - c. Sharpen your pencils
 - d. Turn in **ALL** homework in appropriate folder and complete morning activities
 - e. Remain quiet during tutorials – Tutorials are from 7:30-7:55 a.m. each day.
 2. Locker Rules:
 - a. You may go to your locker at designated times only. This will keep the disruptions to a minimum.
 - b. Have all your morning and afternoon books ready at the appropriate time.
 - c. Do NOT slam your locker.
 - d. Keep your locker neat.

*** Failure to comply with the locker rules could result in the locker being taken away.**
 3. Notebooks:

Notebooks will be kept for each class. They are to be organized and will be turned in at the end of every six weeks. They will count as one major test grade. Keep all your papers in order. Do NOT keep papers in your book, desk, locker, etc. You will lose them.
 4. Make-up Work:

WHEN YOU ARE ABSENT, YOU ARE RESPONSIBLE FOR CHECKING THE MAKE-UP BOX AND COMPLETING ALL MISSED ASSIGNMENTS AND RETURNING THEM ON TIME. School policy is ONE day for each day missed. Any assignments given the day before you are absent are due when you come to school.
 5. Grading:

The grading policy outlined in the Student Handbook will be followed.

50% - Daily/Homework Grades
50% - Test/Notebook Grades

 - All grades are recorded on the computer, which compiles the average for each class.
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Student's Signature: _____

Parent/Guardian Signature: _____