

Classroom Conduct and Guidelines

Expectations:

You are expected to arrive on time for class dressed in the **appropriate school uniform** and adhere to the school dress code. Uniform violations will be referred to the discipline office.

We will be **kind** to one another and **respect** each other's opinions, personal space and property. Our classroom is a safe place. Please do not interrupt or put down your classmates. Disrespect for peers will not be tolerated and will be dealt with according to MCTS' HIB policy.

Profane and obscene language are not permitted in the classroom or school and can lead to disciplinary action.

Students must come to class **prepared to work** with all necessary materials (books, notebooks, pens etc.). Students who arrive perpetually unprepared for class will suffer a deduction of points off of their daily participation grade. **I do not loan out pens and pencils.**

Students are expected to have completed the work and reading for the day as well as any written assignments. Expect pop quizzes.

Policies and Procedures:

No students should be in the classroom if the teacher has not yet arrived. Please wait outside the room until a staff member allows you into the classroom.

Upon entering class each student is to **place their cell phone in the "phone station"** with the ringer set to **"off"**, to be picked up as they leave class. **The MCTS policy states clearly that "students are not permitted to use cell phones in the classroom or shop...if a student refuses to give his/her cell phone to school authorities when they request it, he/she may be suspended for defiance of school authority"**. This is the best way to avoid the temptation of phone checking during class time. Earbuds and other electronics are prohibited unless your teacher tells you otherwise.

- You may use your personal laptop for notes and assignments, but you must be on the appropriate site/document. If you are found to be off-task, you will not be permitted to use your laptop in class any longer.

Upon entering the classroom, get your journal, find your seat and begin working on the "do now" activity immediately.

You must sit in your assigned seat (even when there is a substitute covering the class). The teacher should not have to ask you to move.

No **eating or gum chewing** is permitted in the classroom.

Plagiarism is "the practice of taking someone else's work and passing it off as one's own", and is considered **academic dishonesty**. Students must give due credit to the source and/or author whenever information is copied or used in assignments. You are expected to do your own work. **Cheating and/or plagiarism** will result in an **automatic zero** on the assignment, a phone call home, and a referral to the discipline office.

Late Work Policy:

Acceptance of late work is at the teacher's discretion. If you need an extension, speak with your teacher beforehand; otherwise, late assignments will be given a zero. If you are absent, it is your responsibility to ask for the assignments you have missed.

Student's Signature: _____ Parent's Signature: _____

