

Policies and Procedures

Mrs. Schwartz

- Show respect at all times.
- **No food or drinks in classroom** (before, during, or after), except bottled water (with cap so it can be closed).
- You are tardy if you are not inside the classroom when the tardy bell rings.
- You may receive a zero for any work if you fail to do the work, miss all questions, copy someone's work, allow your work to be copied, and/or fail to follow instructions. This includes test grades.
- Always bring pencil, paper, notebook, and textbook to class with you.
- You are responsible for work missed due to an absence. You may talk to me about your make up work before class or after class. **Do NOT ask about make up work during class** . You will have five (5) days to make up any work missed. If you fail to do this in the allotted time, you will receive a zero (0) for the missed work. You may NOT make up work if your absence or tardy is unexcused.
- Be courteous to your classmates.
- Use proper English grammar.
- Remember that Cicero in 44 B.C.said: "Anyone can make a mistake, but only an idiot persists in his error." That observation is as true today as it was in 44 B.C. When you are asked to stop one day, do not repeat the same behavior again.

Your failure to comply with any of the above or any of the rules and regulations of the student handbook will result in one or more of the following (not necessarily in this order):

- Student, teacher conference
- Parent notified by phone
- Parent, student, teacher conference
- Detention assigned by the teacher
- Office referral

I have read and understand the above.

Signed _____ **Date** _____
(parent/guardian signature)

I have read and understand the above.

Signed _____ **Date** _____
(student signature)