

Expectations/Policies/Protocols for Mrs. Smith's class

Classroom behavior: Please do not waste classroom time.

1. When students arrive, they should place their cellphone, airpods (or other listening device), and work for other classes into their backpack and place their backpack neatly in the cabinet. We will practice the procedure for retrieving backpacks so, in the event of an emergency, students can evacuate with all their belongings in a speedy, safe manner.
2. Students should be in their seat working on the warm up/do now when the bell rings. Students not completely inside the door when the bell rings will be marked tardy. Students not in their seat working on the warm-up/do now when the bell rings will lose 1 point from the work.
3. Students are expected to bring a pencil and other materials to class each day. All tests and most classwork must be completed in pencil. Highlighters or colored pencils may be used sparingly.
4. Students are not permitted to wear hats, hoods or other head covering in the classroom. Students may not wear sunglasses in the classroom.
5. Personal hygiene should be cared for in the bathroom, not in the classroom.
6. Students who write on the desks or deface school material will be asked to stay after class to clean up their area. Students will be expected to keep their area of the classroom clean and trash free.
7. Food and drinks are not permitted at any time in the classroom. Students may have water in a bottle that can be sealed so it does not leak. Students may not share waterbottles.
8. Students are to remain seated in their seats with their backpack on their back or on the floor until dismissed. The bell does not dismiss students.

If you have questions or concerns regarding the classroom expectations, please email me or see me before school on Monday, Tuesday or Friday. Any exceptions to the classroom expectations must be discussed privately.

Absent Work Policy: Students who are absent from class should submit the work as soon as possible upon returning to class. Students should make every effort to keep up with the class by watching videos and completing the homework or classwork when out of class. All assignments will be posted to Google Classroom. NO WORK WILL BE GRADED THROUGH GOOGLE CLASSROOM.

Students must come in before school on Monday, Tuesday, Wednesday or Friday or after school on Thursday to show me the assignment. The assignment will either be immediately entered into Aeries, or collected to be graded later.

Students who know in advance they will miss a class should make every effort to compete and submit work in advance. They should also try to take any tests ahead, rather than late.

Late Work Policy: Any late work must be turned in by the day of the chapter review to receive a *maximum* of 60% credit. I will not accept any late work once you have been tested on it! Students who are absent on the day of the test must submit their work on the day they take the test.

Academic Integrity: The penalty for plagiarism and/or cheating will be a zero for the assessment or assignment; furthermore, disciplinary actions may follow according to school policy. Plagiarism is defined as taking credit for another's ideas or words without attribution. Cheating is defined as falsifying one's academic work or assisting another student to falsify academic work.

The following are examples of cheating:

- using hidden notes, copying from another student, or helping another student during an assessment or inclass assignment unless allowed by the instructor.
- giving assessment questions or answers to a student from another class or obtaining assessment questions or answers from students in another class
- stealing assessment questions or answers
- feigning ill to avoid assessments
- changing answers, comments, or grades on an assessment already graded
- copying from a student or allowing another student to copy homework (unless collaboration is explicitly encouraged for the particular assessment or assignment)
- using technology in any way to share assessment questions or answers with other students, to communicate with other students during an assessment, or to reference resources not permitted for completing the assessment or assignment using study aids (e.g., Math solving software or apps) in lieu of showing your own work.

Cellular Phones/Signaling Device/Electronic Device Policy (pp 59-60 Student Handbook)

Students may not use cellular phones and other electronic devices during class time. The use of these devices is prohibited during class time, except when permitted by the classroom teacher for curricular purposes. Teachers and administrators may issue verbal warnings without confiscation or choose to confiscate a device without formally beginning the disciplinary process outlined below.

Unauthorized or inappropriate use of cell phones/signaling devices/electronic equipment will result in the following disciplinary action:

- **1st Incident** – Teacher parent phone call. Device returned to students after school. Parents may contact the Discipline Office if extenuating circumstances exist.
- **2nd Incident** – Lunch detention assigned. Administrator parent phone call. Device returned to students after school. Parents may contact the Discipline Office if extenuating circumstances exist.

(At this point, violations become cumulative across all classes.)

- **3rd Incident** – After School detention assigned. Administrator parent phone call. Device returned to student after 24 hours/next school day or same day parent pick up. Parents may contact the Discipline Office if extenuating circumstances exist.
- **4th Incident** – Saturday school assigned. Administrator parent phone call. Device returned to parent/guardian after 24 hours/next school day with a warning that their child will be suspended for defiance if they commit another violation.
- **5th Incident** – One day suspension from school or other means of correction.

Refusal to relinquish phone to teacher or staff will result in additional disciplinary action assigned by administration. Use of electronic equipment can be permitted during school activities while on PRPS Transportation. The bus driver in consultation with the supervising staff will determine guidelines for use.

Note: PRHS is not responsible for lost or stolen student-owned electronic devices. The security staff will only complete an investigation if time permits; parents are recommended to file a report with PRPD.