

## **POLICIES:**

### **1. TESTS:**

For each exam the students will have the option to write an essay at home. If this essay is not complete and ready to turn in at the beginning of the period on test day the student will be expected to take the test.

-Make-up exams are subject to vary and may be **different** than the original exam.

### **2. ASSIGNMENTS:**

Students leaving early for **ANY REASON** (ex. sick, sports, etc.) **MUST** turn in all homework, assignments, papers, etc. **BEFORE** leaving for the day. Failure to do so will result in a zero.

-The student, are responsible for all notes, assignments, and activities missed in my classroom.

### **3. PLAGIARISM/ CHEATING:**

Plagiarism: (def.) The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work (dictionary.com).

Plagiarism will result in an automatic zero and parent notification will take place.

-If a student is caught cheating on an exam, homework, assignment, paper, etc., he/she will receive an automatic zero and parent notification will take place.

### **4. EXTRA CREDIT:**

Any extra credit opportunity will be initiated by Mrs. Reed and will be offered to the entire class. Extra credit is a VERY rare occurrence!

## **PROCEDURES:**

1. Do not come to class without your materials... No one will be permitted to leave the room after the bell rings with the exception of going to the bathroom.
2. When you arrive you are to get a piece of paper and begin working on the question that will be on the board, these will be collected.
3. If you have been absent this will also be the time to get all work you missed, **YOU** are responsible for your own work.
4. If you have late assignments to turn in, place it in the assignment box. **DO NOT** put them on my desk.

## **CLASSROOM RULES:**

1. Do **NOT** make fun of, disrespect, degrade, call names, taunt, or talk negatively about anyone in the class. **EVERYONE** is to be respected.
2. **DO NOT** talk while someone else is talking, including Mrs. Reed.
3. **DO NOT** get out of your seat unless instructed to do so.

\*If a student breaks a rule they will be warned only once before disciplinary action is taken.