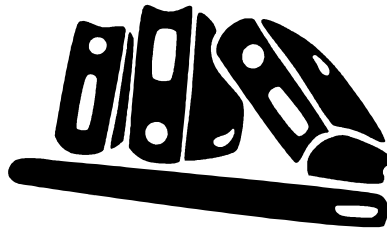


## Classroom Responsibilities

- 1) Expect all school rules to apply inside this classroom.
- 2) Be in the room when the bell rings, or you will be considered tardy. You have two “freebie” tardies. The third will result in a one hour detention. 4-6 will result in a referral to your dean and possible removal from the class.
- 3) Do not line up at the door. Remain seated in your assigned seat until the bell rings, unless instructed otherwise.
- 4) Bring any reading materials required for class. If you do not have your book with you, you may be told to return to your locker and take a tardy. If you forget your homework, you may return to your locker and take a tardy, or turn in the work later in the day with the appropriate point deduction.
- 5) No talking or otherwise making disruptive noises while other students are still taking a test or quiz.
  - a. First infraction: detention and 10% off quiz/test grade
  - b. Second or more: detention and no credit for test or quiz\*\*Repeated incidents may result in a referral to your dean
- 6) All work must be turned in on time if you expect full credit. “On time” = ready to hand in when you walk in the door before the bell rings. Work that is e-mailed to me without prior arrangements, or work that you hand in later in the class period or later in the day will result in a point deduction. I will accept **major assignments** (formal essays, presentations) up to five days late. Each day that it’s late, though, is 10% off the grade. After five days, the assignment could be entered as a zero. **Major assignments with multiple components** (ex.: final draft of essay or presentation outline, works cited page, and visual aide) will NOT be accepted until all components are completed and ready to be turned in. If any part of the assignment is missing, the student will receive 10% off of his/her grade until all pieces are turned in. If there is an issue that resulted in your inability to complete your work on time, please come talk to me. However, “computer/printer problems” likely will NOT be accepted as a valid excuse. **Homework** assignments will be accepted for half credit if not turned in on time. Homework assignments will be entered as a zero if not turned in within five days of the due date.
- 7) It is your responsibility to find out what was missed during an absence. I have five classes. Unfortunately, it is impossible for me to constantly keep track of who was absent the previous day. When you return from an absence, be sure to immediately check the appropriate binder to find out what activities, assignments, tests, or quizzes you missed during your absence. If there were any handouts distributed, you should find one with your name in your class period’s folder. In general, the guidelines outlined in the student handbook regarding time for make up work will be followed. In other words, you have one day plus a day for each day you miss. (One day absent=two days to make up. Two days absent=three days to make up.) In the event of multiple days of absence, please see me if you need more time to get your work done. I think you’ll find I’m more than fair and understanding. ***You are responsible for being sure quizzes and tests are made up!*** Quizzes and tests must be made up with me, so you should immediately schedule time before or after school or during a study hall to make up your test. Again, be aware of the handbook and English Department guidelines when determining how much time your quiz or test will be available to you. Make up work that is not completed will result in a zero! Remember that I can only allow you to make up work from excused absences.



MAKE-UP WORK CONTINUED...

Also, keep in mind the school policies on unexcused absences. Receiving a zero or partial credit for an assignment, test, or quiz can have a significant impact on your grade, so please be aware of all attendance and make up work policies.

***\*\*Above all, we all need to treat each other with respect. Nobody appreciates being made to feel stupid or as if his or her relevant opinions and feelings are insignificant. Everyone (myself above all) should try his or her best to be attentive to what others have to say, and to respond in an appropriate manner, even when provoked to do or say otherwise. If a situation warrants it, inappropriate language or behavior will result in detentions, phone calls home, and/or referrals. If we all do our best, we can avoid these moments.\*\****

I want this to be a wonderful year. If we all try our hardest to follow these guidelines everyday, we have a good chance of achieving that goal!

If you or your parents have any questions or concerns, please feel free to discuss them with me either in person or by e-mail or phone:

[tsmith@psd202.org](mailto:tsmith@psd202.org)  
(815) 577-5795

