**Classroom Policies and Procedures**

Mrs. Kelley Kujat

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Class website: https://kujat.weebly.com/

**Supplies needed:** 1 inch 3 ring binder, Colored pencils, Notebook, Calculator (no need for a scientific one), Ruler, A folder with pockets

**Supplies that would be appreciated but it is not expected:** 2 boxes of tissues, Expo dry erase markers, Colored pencils

**1. Homework and Assignments**

**Homework (all homework is averaged together and will count for 20% of the total grade):**In order to have time for labs, activities and discussions, it is necessary to have homework.  On an average, there will be about 20 minutes of homework a night or studying in preparation for tests and quizzes. Late assignments will only be accepted for half credit up until 5 days prior to to the end of the quarter.

**Make up work**: for each day you are absent, you have two days to make up missing work.

**Labs and Activities (all labs are averaged together and will count for 30% of the total grade):**We will be conducting a series of labs and activities in class.  It is extremely important that everyone is on task and demonstrating proper use of materials.  In some cases, we will be performing labs in which the materials and/or the equipment could be harmful.  **ANY** instance in which you are not following lab safety rules or lab procedures will result in the loss of lab privileges for at least one or more labs pending on severity.

**Tests and Quizzes (all tests and quizzes are averaged together and will count for 50% of the total grade):** I will do my best to announce tests and quizzes at least one day in advance.  It is important that you always keep up to date in studying the material presented in class.  Those who wait until the last minute to study have not done as well as those who stay on top of it.  Just spend a few minutes each night reviewing old and new information. If you miss the day of a test or quiz, you are required to make it up the next day.

**Binders:**A one inch binder is needed for this class.  The binder should include all your notes, labs, homework, journals, tests and quizzes for the semester.

**2. Grading**

Your grade will be based on homework, labs and activities, quizzes and tests. All of these items must be handed in on time for full credit.

**Cheating:**I take cheating very seriously.  It is considered cheating to copy off another student or allowing another student to copy off you. Plagiarism also falls under the category of cheating. Changing a few words in a sentence is still considered plagiarism. If you are caught cheating on any assignment or test

1st offence- you will receive a zero on that assignment/ test and a call home.

2nd offence- you will receive a zero, a call home, N in citizenship, and a referral to the office.

**3. Classroom Procedures**

**Start of Class -** You are expected to be in your seat when the bell rings and have all your materials needed for class.  If you do not have your materials ready for class when the bell rings, it is a tardy. Please take out any assignment due that day and to speed up the process of getting started.

**During Class**- If you have a question or comment during class, please raise your hand. Often times we will hold discussions during class and it is important to raise your hand so that everyone can share their ideas and the rest of the class can all hear them.  It is inappropriate to interrupt class to ask for a pass to the bathroom, locker, or drinking fountain unless it is an **emergency**. If a student needs to return to their locker during class, a tardy will be issued starting the second week of the semester.

**Ending Class**- The bell does not dismiss you!!! I DO!  I will do my best to ensure that you are out on time, however, issues may arise that need to be addressed before dismissal.  I especially do not appreciate you packing up all your materials in the last 5 minutes of class while I am lecturing.

**Classroom Rules**

**Cell Phone Policy-** Students are NOT allowed to have their phone out during class without direct permission from the teacher. If is cell phone is **seen** or **heard** the following actions will occur.

 1st offence- verbal warning to turn it off and put it away

 2nd offence- the phone is taken away for the remainder of the hour

 3rd offence- the phone is sent to the office for the remainder of the day.

Failure to hand over the phone when requested to do so will result in the student being sent to the office.

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| **THE GOLDEN RULE****Each person shall act in a respectful, responsible, and ready manor at ALL times.**\*\*You must also follow all the school rules as stated in your student planner.\*\* |

**Please review all school rules with special attention to attendance, tardiness, dress code, electronic devices, and other infractions as these will be strictly enforced!**

Student name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_