

CLASSROOM POLICIES--The student must:

1. Be on time (seated when the tardy bell rings) 3 Tardies=Detention.
2. Be attentive in class and refrain from disturbing other students.
3. Bring appropriate materials to class daily: textbooks, notebook, paper, pen and other items as needed.
4. Make sure all absences are promptly excused through the school attendance office.
5. Be courteous to faculty, staff and other students.
6. Raise his/her hand and receive permission before talking or leaving his/her seat.
7. Remain seated until the teacher dismisses the class.
8. Remove any hat, hood, scarf, gloves, sunglasses, etc. when class begins.
9. Turn off and put away all electronic devices. No electronic devices allowed in the classroom before, during or after class.
10. Refrain from personal grooming: combing or brushing hair, applying hairspray, lotion, perfume, or any other cosmetics. All these activities must be accomplished on the student's own time—**not during class.**
11. Not chew gum or have any other form of food or drink (except bottled water) in the classroom area.
12. Never throw or toss any objects of any kind while inside the classroom.
13. Obey all school rules as stated in the John F. Kennedy Discipline Plan and Dress Code.

HOMEWORK POLICIES:

1. **FORMAT:** Unless otherwise instructed, all formal assignments and formal essays must be completed in blue or black ink on 8-1/2 x 11 inch, white lined paper. Essays must be double-spaced and may be typed. All assignments must have a **PROPER HEADING:** name (first and last), course name, period number and date in the upper left corner of the paper. All assignments must also have a title and include textbook page numbers (if applicable). **NO CLASS WORK WILL BE ACCEPTED FOR TRUANCIES OR SUSPENSIONS.**
2. **ABSENCES:** An absent student will be allowed to make up missed assignments only if the absence is excused by the attendance office within three days of the student's return to class. Generally, students will be allowed the number of days they were absent to make up missed assignments without penalty. Students who are frequently absent (or frequently absent on test days or essay due days) must ask their parents to contact me, or risk losing their make-up privileges.
3. **LATE WORK:** Assignments that are handed in late without a valid excuse lose 25% of the earned score on the first late day, 50% on the second late day, and receive 0% thereafter. Assignments not done or not made up receive a score of 0%. Students with planned absences (early dismissals or approved school activities) must notify me in advance and be prepared to turn in work and take scheduled tests and quizzes **prior to the scheduled departure date.**
4. **HOMEWORK:** Students should expect daily homework. Access to a dictionary and a thesaurus is essential.
5. **ESSAYS:** All prewriting (mapping, rough drafts, peer evaluations, etc.) must be attached to essays and paragraphs. If drafts are written on the computer, students must print a copy of each draft and make corrections on the copy. If drafts are not turned in, the copy submitted will be considered a rough draft and will be given partial credit (maximum 80%). If the last draft of the essay has not been revised (not just proofread), the essay will be considered a draft and given partial credit (maximum 80%).

TESTS:

1. Tests must be taken on the specified test day.
2. Make-up tests will only be issued to students who provide evidence of an excused absence. **If a test is not made up within three days after return from an excused absence, the student will receive a score of "0" for the missed test.**
3. Make up tests must be scheduled with the teacher. **THIS IS THE STUDENT'S RESPONSIBILITY!**
4. No make-ups are given for "pop" quizzes on reading and vocabulary.

CHEATING: Cheating includes plagiarism, copying another student's homework, looking at another student's paper during a test or quiz or any other act of dishonesty. Cheating will result in an automatic "0" grade for the homework, essay, test or quiz in question. A parent conference will also be required before any further work from the student will be accepted. Any student who commits a second cheating offence risks receiving a failing grade (in both scholarship and citizenship) for the entire semester. Any student who provides his/her work to another student for cheating purposes incurs the same penalties.

GRADING: Student grades will be based on a combination of tests, quizzes, essay assignments, homework, and class participation. Grades are based upon the percentage of total possible points a student earns in a semester according to the following scale:

A=90-100% B=80-89% C=70-79% D=60-69% F=0-59%

The type of assignments given fall into the following categories:

35-40% writing/compositions; 30% tests/quizzes; 20% homework; 10-15% group activities/class participation.

Excessive Absences: Students who are absent more than ten times within a semester run a high risk of failing the course.

DISCIPLINARY PENALTIES: In addition to the penalties imposed for tardiness, truancies and disruptive behavior by the John F. Kennedy Discipline Plan, the following discipline penalties will be imposed in my classroom: Students who engage in disruptive behavior will be given one warning. If a second infraction occurs on the same day, the student will be required to serve a 15-minute detention after school in my classroom. A third infraction will result in the student being sent to the detention center after school the next day. A fourth infraction will result in the student being referred immediately to the vice-principal of discipline. I will call parents if the student receives anything beyond a 15-minute detention. **Cell phones and other electronic devices** must be turned off and put away during class. Any audible or visible cell phone or other device will be confiscated. Failure to hand over the phone or device will result in a referral to administration and suspension from class.

CLASSROOM PASSES: Students must sign-up for and request the classroom pass. Students may **not** leave my classroom without a pass. The 10/10 Rule is always in effect (no passes during the first and last 10 minutes of class). Excessive requests for restroom passes will result in the student's pass privilege being suspended. I will make a parent contact if that occurs.

STUDENT SIGNATURE--Please sign and date the following:

I _____, DATE _____ have read, understand and will abide by the rules and procedures of Mrs. Stork's class. I also understand the penalties for failure to comply with these rules and procedures.

PARENT/LEGAL GUARDIAN SIGNATURE—Please sign and date the following:

I _____, DATE _____ have read, understand and will encourage the above named student to abide by the rules and procedures of Mrs. Stork's class. I also realize that the student's failure to comply with the rules and procedures stated above will result in the penalties listed above.

STUDENT **PRINT** NAME HERE:

Last Name,

First Name

Period

