

## Classroom Policies – Mrs. Birney

### **EXPECTATIONS:**

I have four basic rules within my classroom I expect you to follow: be on time and prepared, contribute creatively, productively, and responsibly, do your own work, and respect your own and others life spaces. All policies and procedures outlined in the student handbook apply in this classroom and all times. All students will be responsible for themselves and their actions and will be aware that inappropriate actions carry consequences. These policies are in effect to create a positive and safe learning environment for all students.

### **HOMEWORK:**

Homework will be assigned and is due the next day at the beginning of class. **No late work will be accepted.** If you know you are going to miss class, get assignments early, as they will still be due the next day at the beginning of class. If it is turned in after the start of class it will be considered late and not accepted. Time in class will not be used to work on assignments from other classes. Work that comes in during class or at the end will be considered late.

### **GRADING:**

All test, projects, homework, etc will be counted as total points.

### **MATERIALS:**

Notebook paper, binder, pen (blue or black ink only) or pencil, pocket folder, usb jump drive, and highlighter pen.

### **FOOD & DRINK**

Food and drink are not allowed in this classroom, with the exception of bottled water (in a clear plastic bottle, with a cap). This policy includes candy

### **SCHOOL RELATED ABSENCES:**

If you are absent from class due to a school related activity (music, sports, forensics, etc.) you **must ask for assignments and turn in homework prior** to the absence or it will be considered late and a **0** will be given. It is your responsibility to keep track of the days that you will miss and ask for your assignments in advance.

### **ABSENCES:**

If you miss class due to a personal reason, the USD 459 policy will be in effect. Admits must be presented to me at the beginning of class. If you have to go to the office during class to get an admit slip, it will be considered an unexcused tardy to class. No missed assignment will be given until I get an admit slip excusing you.

**TARDIES:**

Students are tardy in my class if they are not in their assigned seats by the time the last bell rings. If you are late coming from another class, get a pass from the teacher or have them phone me. If you do not have a pass to admit you to class you will be given an unexcused tardy. You get one free tardy **per semester**. The second tardy will result in serving 15 minutes after school in my room. The third tardy will result in serving 30 minutes after school in my room. Tardies after that will be considered a discipline problem and will be referred to the office.

**CHEATING:**

Cheating will result in a grade of 0 and the parent/guardian will be contacted. Copying homework will result in a grade of 0 for both the one who cheated and the one who allowed the cheating. **Students may not work together on assignments unless designated as so by the instructor.**

**Plagiarism** consists of using the ideas or words of someone else without acknowledgment. It is a form of cheating, will result in failure of the assignment and your parents/guardian will be contacted.

Some examples of plagiarism:

- Copying someone else's assignment or paper and submitting it as your own
- Downloading essays or papers off the internet and submitting them as your own
- Buying and submitting another student's work or a professionally prepared paper
- Copying or paraphrasing words, phrases, sentences, passages, data, or statistics without acknowledging the source
- Using someone else's ideas without giving him/her credit
- Collaborating on assignments without permission from the instructor

**AGENDA:**

**Your** agenda book is your pass, if you need to go to the library, restroom, etc. You must have **your** agenda book before I will allow you to leave.

**SEATING CHART:**

A seating chart will be assigned

**ELIGIBILITY:**

All students are included in the school eligibility policy. If you are assigned to after school study hall, the length of time will be up to the discretion of the teacher.

**ELECTRONIC DEVICES:**

Electronic devices will not be allowed in the classroom at any time. These include, but are not limited to: iPods, MP3 players, cd players, cell phones, and pagers. If the item is in my classroom it will be removed from your possession and placed in the principal's office for you to recover.

## STUDENT STATEMENT OF UNDERSTANDING

I, \_\_\_\_\_, have read the  
(name)  
policy guidelines for Mrs. Birneys' Social Studies class and understand these policies.

I am aware of the penalties associated with being tardy, cheating, plagiarism,  
and class work.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

## PARENT/GUARDIAN STATEMENT OF UNDERSTANDING

I, \_\_\_\_\_, have read the  
policy guidelines for Mrs. Birneys' Social Studies class and understand these policies.

I am aware of the penalties that my child may face with regard to being tardy,  
cheating, plagiarism and late work.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature