

**CLASSROOM RULES AND POLICIES**

Listed below are rules and/or policies all students enrolled in Mrs. Green’s classes will be expected to follow. In addition to these, all students are also expected to observe Leon County School Board conduct and attendance codes.

**RULES**

1. Must be on time to class (**CLASSROOM DOOR WILL BE LOCKED AFTER TARDY BELL-- MUST WAIT FOR TEACHER TO OPEN DOOR**). (1<sup>ST</sup> tardy - warning; 2<sup>ND</sup> tardy - 15 min. detention (teacher will determine time/location)/contact parent; 3<sup>RD</sup>/4<sup>TH</sup> tardy 30 min. detention contact parents/tardy referral. **After the 4<sup>th</sup> unexcused TARDY, you will not qualify for exempting semester exams in this class .**
2. Must bring appropriate supplies to class (pencil or pen, notebook paper, etc.). (If not in compliance after 2<sup>nd</sup> warning, contact parents)
3. Must remain seated after final bell rings, unless you’ve been given permission to be away from your desk. (If not in compliance after 2<sup>nd</sup> warning, contact parents)
4. **NO EATING OR DRINKING ALLOWED IN THIS CLASSROOM** (exceptions will be at the discretion of the teacher).
5. \*All electronic devices and/or cell phones must be turned off/NOT ON VIBRATE. These items must be placed inside of your book bag or handbag in a secure closed location. (These items should **NOT BE** in your pockets (If you do not have a book-bag or hand-bag, please see Mrs. Green). **PLACE ALL BOOKBAGS AND HANDBAGS AT THE FRONT OF THE ROOM – NOT AT YOUR DESK.** (If not in compliance, 1<sup>st</sup> time-collect device return at the end of school day; 2<sup>nd</sup> time-collect device send to SAO; 3<sup>rd</sup> time-collect device/submit to SAO/contact parent --- **STUDENTS ARE NOT ALLOWED TO CHARGE ELECTRONIC DEVICES IN THIS CLASSROOM.**
6. Must work quietly. (1<sup>st</sup> infraction - warning; 2<sup>nd</sup> infraction – write sentences/parent must sign; 3<sup>rd</sup> infraction contact parent/referral)
7. Do not access games or internet unless permission is given by the teacher. (These are **privileges, not a right**) – (1<sup>st</sup> infraction-warning; 2<sup>nd</sup> infraction-sentences/contact parents; 3<sup>rd</sup> infraction/referral)
8. Must keep hands off computers while teacher is talking or giving instructions. (1<sup>st</sup> infraction-warning; 2<sup>nd</sup> infraction-log off computer/contact parents; 3<sup>rd</sup> infraction-referral)
9. No Student will be excused from class without a pass. **You MUST use your own agenda book; not your friend’s/neighbor’s.** (Leaving class without a pass and/or permission – automatic referral/contact parents)
10. **Provided there are “NO DOCUMENTED” medical issues**, no student will be allowed to leave class within the first 10 min. after the tardy bell rings for any reason; unless it is an emergency, request of an administrator or parent. **Ten minutes before class ends**, no student will be allowed to leave class for any reason, unless it is an emergency or request of an administrator or parent. (Leaving class without permission – automatic referral/contact parents)

**OVER→**

**Instructor: Mrs. Green      Room 218 – Digital Info. Tech.      2019-2020**  
**POLICIES**

**(For further clarification, please refer to your agenda book)**

1. 1 or 2 citizenship grade – *automatic disqualify for exempting exams in this class.*
2. **Late**– Any student arriving to class 10 min. or more after the tardy bell is considered “LATE” (counts the same as an absence). *After the 4<sup>th</sup> unexcused LATE, you will not qualify for exempting semester exams in this class.*
3. **Absence** -If a student accumulates 4 or more absences, parents/guardians must appeal “ALL” absences prior to the end of the 9 weeks grading period. *After the 4<sup>th</sup> unexcused ABSENCE, you will not qualify for exempting semester exams in this class.* Failure to appeal the absences in a timely manner WILL result in an “F” average (attendance failure). Automatic “Saturday School” assigned by “AO”
4. **Unexcused Tardy**-Any student that has not entered class **prior** to the completion of the tardy bell, is **tardy**, unless the student has an excused pass signed by a teacher or administrator. *After the 4<sup>th</sup> unexcused tardy, you will not qualify for exempting semester exams in this class.*(Consequences: Please see #1 under Rules)
5. **Academic integrity violations** (*automatic disqualify for exempting exams in this class*)- include plagiarism, cheating, and unauthorized group work on any assignment, project, or test. If a student is caught the following will occur:
  - The student will receive an F with zero credit; The citizenship grade will be lowered for the grading period; A notice will be recorded with the guidance office. **PLEASE NOTE:** Any occurrence of academic dishonesty may be reported by the guidance office on college admissions applications.
6. **Dress Code**-SEE ATTACHED POLICY (Consequences: 1<sup>st</sup> infraction- Girls report to “AO” and Boys report to “SAO”, 2<sup>nd</sup> infraction- same as 1<sup>st</sup>; however; contact parents, 3<sup>rd</sup> infraction-same as 1<sup>st</sup> and 2<sup>nd</sup> infraction– however; a referral will be submitted).
7. **Alcohol, Drugs and Tobacco Products** are not allowed. “Zero” Tolerance. (Consequence: **AUTOMATIC REFERRAL/CONTACT PARENTS**)
8. **Electronic Devices (cell phones, ipods, etc.)** – Can be used before school, between classes (in the hall), during lunch and after school. ***NO CHARGING OF CELL PHONES IN THIS CLASS.***

**PLEASE NOTE:** Please read your agenda book. My rules and policies are in conjunction with Leon County Schools’ Code of Student Conduct and Attendance Policy.

***\*\*All students are expected to control their own behavior and conduct themselves in a mature manner. Disruption of the educational process, “WILL NOT BE TOLERATED IN THIS CLASS”\*\*.\*\****