

## CLASSROOM PROCEDURES

### ABSENCES

If you have an absence, it is your responsibility to find out what you have missed. Also, if you are absent you will have as many days to make up the work as you were absent. When handing in make-up work, clearly identify it as such and include the day(s) you were absent.

### TARDIES

If you are tardy, enter the classroom quietly and unobtrusively. If you are chronically tardy, you will receive a consequence as well as the tardy. Remember that three tardies are equal to one absence.

### LATE WORK

Students are expected to complete all assigned work and hand it in on time. However, I recognize that sometimes, through no fault of your own, you cannot complete an assignment on time. Therefore, you will receive two late coupons for each trimester period. The late coupon will give you a 3-day extension on the assignment—no questions asked. Other than that, **NO LATE WORK WILL BE ACCEPTED.**

### USING A LATE COUPON

You are to hand in the late coupon on the day the assignment is **due**. Staple the coupon to a piece of notebook paper, fill out the coupon, and hand it in. **If you do not fill out the coupon correctly, you will not receive full credit for the assignment.** Late coupons cannot be replaced. Put your name on them (in ink) as soon as you get them.

### LEAVING THE CLASSROOM

If you leave the classroom (counseling, called to office, etc.) you must write your name, the time, and your destination on the sheet by the door. Bathroom breaks will not be allowed except in case of emergency.

### ELECTRONICS

As per the handbook, cell phones and other electronic devices are not permitted in the classroom. Besides cell phones, this includes MP3 players, cameras, etc. Such items will be confiscated and turned in to the high school office.

**FOOD & BEVERAGES** Water is the only beverage allowed in the classroom. No food is allowed.