Classroom Policies

1. **Good English and good manners** are used here at all times. Be courteous and respectful to the teacher and to your classmates. Do not talk when the teacher or a class mate is speaking. Raise your hand, be recognized, and then you may speak. Be as considerate of others as you want them to be to you.
2. **Respect the privacy of the teacher** and other students. Do not sit at the teacher’s desk or bother anything in or on the desk, including absentee sheet, grade book, pencils, etc. Do not prowl in other people’s belongings.
3. **Do not touch** the thermostat, turn lights on or off, open or close windows or touch or move the sun screens/blinds, **Do not touch** the thermostat, turn lights on or off, open or close windows or touch or move the sun screens/blinds, open the outside door, or move any furniture without the teacher requesting you to do so. It is very important that the door remain closed when not in use to conserve cool air in the summer and warm air in the winter. Therefore, if you go through the door, close it. Please do not loiter in the doorway as people must ask you to move to pass through the doorway.
4. **Do not disrupt the class with noises or** other distracting activities. Do not tear paper, litter, pass notes, eat, drink, take care of personal grooming or throw anything, including paper, books, pencils, pens, or high lighters either at or to another person. Do not write on walls or furniture. Please sharpen all pencils, get books and papers, etc. before the bell rings.
5. **Be in your assigned seat** when the bell rings; otherwise, you are tardy. When you are assigned a seat, it is your permanent seat unless the teacher changes it. Do not move desks or chairs to get the one you prefer.
6. **Please put all waste** paper in the wastebaskets not on the floor. I will ask you to clean it up if paper is left in or near your desk. Please put all paper that is recyclable in the recycle bin provided.

Ms. Manning

1. **Makeup work due to absence** is your responsibility. Arrange to come promptly and take make-up test or expect a zero. (Next day make-up is preferred; longer than three school days is not allowed unless otherwise approved by the teacher.) Do not expect me to run you down for make-up work…it is your grade at stake.
2. **Do not sit on desk tops or lean back** in the chairs. Do not write in books unless they are your own personal property. Horseplay, punching, shoving or hitting is not allowed. If the teacher must leave the class for any reason you are expected to behave as though the teacher were in the room. If we have a visitor, you are to use your best manners and act like ladies and gentlemen.
3. **At dismissal, the teacher, not the bell,** dismisses the class. Please do not jump and run. Please enter like ladies and gentlemen. Please leave like ladies and gentlemen.
4. **Always bring a pencil, paper, and all** supplies to class each day. Do not use unauthorized materials in class.
5. **Cheating in any form constitutes an** ethical infraction of the most serious nature. It will be punished according to school policy as stated in the student handbook. Parents will be notified. I would much prefer an honest F to a cheating incident. (At least then we both know you are not getting it.) Please do not violate the trust I put in each of you to be honest and do your best work.
6. Please follow all school and county rules as indicated in the student handbook.
7. **A final word,** no one can make you behave if you are bound and determined not to, but things are much more pleasant when you do. Please make the most of your instructional time. Get enough rest so you are not sleepy in class. **We can have a great year together if everyone cooperates.**