**“The 5 Ps” - CLASSROOM POLICIES & PROCEDURES \*\*\* DUE: Friday, September 8th**The following has been implemented so that everything runs smoothly, allowing us to make the most of our time as we focus on learning.

**PROMPT**1.) When you enter class, please take your seat quickly and get out your materials. You are expected to be ready to begin work when the bell rings. Students who are not ready to begin when the bell rings will be marked tardy.

**PREPARED**2.) Be prepared with all assignment papers, pens, sharpened pencils, notebooks, homework, and any other materials required for class. Put away headphones and electronic devices. Dress properly every day.

3.) You MUST have homework assignments fully completed and turned in on time. If you hand in a homework assignment late (without a legitimate absence excuse for the date it was assigned), you will lose 10% off your grade per day for 3 days. After the 3-day late period, you will only be able to receive a maximum of 50% credit.

4.) Cheating or plagiarism of any kind are unacceptable and will not be tolerated. Any students found cheating on an assignment, project, or assessment will receive an automatic “0” and have their parent/guardian notified.

**PRODUCTIVE**4.) MAXIMIZE learning time by staying on task, following directions, and remaining seated, unless you’ve been given permission to get up.

5.) There is absolutely no gum, food, candy, drink (except water in a clear bottle), make-up, mirrors, or anything else that might become a distraction in class. Cell phones and other electronic devices are not allowed to be out in class unless permitted. If a student’s device is visible in class, it may be confiscated and turned into the office.

6.) Students should not excessively ask to use the restroom and/or water fountain. Those who do this will be denied. If you are not abusing this privilege, you should follow the following procedure for bathroom/drink breaks during class time. 1.) Ask permission during an appropriate time. 2.) Quietly fill out your agenda book and have it signed. 3.) Neatly fill out the class sign-out sheet. 4.) Leave quietly and return quickly (4 minutes or less).

7.) When the bell rings, please remain in your seat until dismissed. Please do not pack up or line up at the door early.

**POLITE**8.) Be nice to everyone (swearing, teasing, talking back, and bullying will NOT be tolerated). Respect yourself, your classmates, your teacher, substitute teachers, and your classroom. Respectful communication includes all verbal and non-verbal gestures, body language, facial expression and tone of voice.

9.) Your attention to what is going on in class is essential to your success. Therefore, falling asleep or putting your head on your desk (even if you are not sleeping) is impolite and not permitted at any time in this class. Stay alert.

10.) Keep your hands, feet, and objects to yourself. If you don’t own it, don’t write, draw, or carve on it. Please clean any trash in your area whether it is yours or not. To minimize distractions, please keep all trash with you until the bell and throw it out on your way out of class.

 **PATIENT**11.) Wait respectfully and calmly for your turn. Do not complain or give an attitude. Stay seated and pay attention when the teacher or a fellow student is speaking. If you are finished with an assignment early, you may read or sit quietly and wait for others.

12.) If you have any disagreements, concerns, questions, or if you just want to talk about something, please wait until an appropriate time. Class time is usually not an appropriate time for these kinds of conversations. I will make myself available to meet with you privately.
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*Student’s Signature Print Name Date*

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*Parent’s Signature Print Name Date*

\* These policies and procedures are subject to change throughout the school year. Students will be made aware of any changes as they occur.