**POLICIES AND PROCEDURES**

**PROCEDURES:**

* **Turn work on time:** Turn your work on time. Due dates are final. If there is a concern with the ability to complete an assignment please see me.
* **Language:** Appropriate language must be used at all times. Use of profanity, racial slurs, sexual remarks etc. will result in a referral.
* **Respect:** This is our classroom. Respect the materials by cleaning & returning them when done. Make sure work area is cleaned as well. Respect each other through your words and actions.
* **Be Ready:** Have materials ready for class. Most items will be provided, but you may need to bring some from home. Be Ready!

**POLICIES:**

* **Electronic Devices:** Are not allowed unless given permission by teacher to use for research.
* **Food & Beverages:** Snacks are allowed. Drinks must be in a closed container.
* **Late Work and Missing Assignments:** Projects must be submitted on the due date unless the student speaks with the teacher ahead of time. Being absent does not give the student an automatic extension for a long-term assignment. Practice work must be made up the day the student returns from being absent.
* **Leaving the class:** Please use the restroom or get a drink **before** class starts. One students may leave at a time, but not the first five minutes or the last five minutes of class. Please use the bathroom closest to the room.
* **Tardy Policy:** We expect you to be on time and not sliding through the door when the bell rings. The door will closed and locked when the bell rings. If students are under five minutes late they are tardy. If student arrives to class **five minutes** or more after it starts, the student is considered absent.