

**Requirements of class:**

Students must bring paper, folder, pencil, pen, and planners every day to class. A calculator will be required on occasion. These items are NOT supplied for the students and are the student's responsibility to obtain and bring them to class daily. I recommend that you purchase a usb flash drive as a backup storage device.

**HEMPSTEAD'S POLICIES:**

*(Any updated policy changes that the Dubuque Community School District and Hempstead High School incorporate that are not written in this document are also included without written notice.)*

The discipline process at Hempstead focuses on each student developing responsibility for his/her behavior. All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. Teachers are empowered to make decisions and develop consequences for unacceptable academic and behavioral concerns. These concerns are referred to the AP office once they become a serious problem.

Appropriate clothing and apparel should be worn while in this classroom. Chains, spikes, loose clothing, long uncontrolled hair, etc. that may be considered a safety hazard are not allowed.

Students should come to class prepared for daily work without outdoor garments such as coats, vests, and caps. **NO HATS OR HOODS ARE TO BE WORN IN CLASS OR IN SCHOOL!!!!!!!!!!!!!!!!!!!!!!**

**NO food or liquids are to be brought into any of my classrooms.** They cause too many disturbances. Liquids spilt on the computers or machines can cause permanent damage and the melting of chocolate and grease from foods makes the keyboards and screens sticky.

Teachers are allowed to establish rules for the classroom regarding headset/walkman/mp3, cellular/wireless communication devices, and food/drink. All of which are NOT ALLOWED in my classroom. Anyone using a cellular device without instructor's permission will have it taken away. If this becomes a problem then the appropriate action will need to be taken.

Materials or items which are illegal or in violation of school rules may be confiscated. School officials have the authority to deny privileges such as activities, field trips, and student access to equipment or specified areas.

Physical restraint or self-defense may be used if it is necessary to prevent a student from disrupting school activities or from injuring himself/herself or others. School officials may call upon the police department to assist in situations involving illegal student behavior or where the immediacy, severity, or chronic nature of the behavior poses a serious threat to staff or other students.

Lockers, desks, facilities, and other school owned spaces (hard drives and servers) are the property of the School District and are provided as a courtesy of students. Students shall not expect privacy with respect to that locker, desk, facility or space. The District will have access to its property at its discretion if it has reason.

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited.

Access to and use of the internet and other electronic communication is a privilege and not a right for students. Transmission of any material in violation of federal, state, or local law or uses for non-educational activities is prohibited and could result in the loss of computer privileges.

**CARE OF SCHOOL PROPERTY:**

Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law officials.

**PERSONAL ITEMS:**

**THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES NOT SECURED BY STUDENTS.**

Students are responsible to have I.D. cards in their possession during the school day. Students are required to produce their I.D. cards upon request by teacher/supervisor. Students are to use their planner for passes to the hall, locker, or restrooms. Any student, **who defaces, tears out pages;** etc. in their planner will be sent to the AP's office to get a new planner. Parents will be contacted and the student's account will be charged for each additional planner.

**DUBUQUE COMMUNITY SCHOOL DISTRICT POLICY: 5107**

Follow the current attendance policy located in the student handbook. Daily **"on time"** school attendance is an important part of the learning experience and must be a top priority for the learner. Students who miss a day of school miss a day of learning that may never be replaced. When dealing with attendance issues, the principal or designee will exercise primary judgment concerning the reasonableness of absences. Please call **552-5210** if you have a problem with class attendance.

**WORK AND PUNCTUALITY:**

It is important for students to arrive to school and class on time. Students who arrive late to class interrupt the learning process for the whole class. Please notify the instructor if you arrive late.

**STUDENTS FEES:**

Students will be charged fees for materials used beyond those needed to meet the basic course requirements. Optional projects will require students to pay additional fees for materials used or consumed.

**HOMEWORK and CLASSWORK:**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework by the number of days you were absent after returning to

class will have their grade dropped to a zero for that assignment. This may result in a failing grade and loss of class credit. **It is YOUR (student) responsibility to find out what assignments you missed in your absence.**

### **CHEATING:**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying other's work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in the student planner, discipline may include the loss of class credit and failing grade. You will receive a zero for the assignment/test if caught cheating.

### **PROGRESS REPORTS:**

Grades are now on-line, so progress reports will not be given out or sent home.

### **CITIZENSHIP:**

Citizenship reporting applies to the conduct and attitude of the student in this class. A score of 1) reflects an outstanding level of conduct and attitude during the marking period. 2) stands for a very good or above average conduct during the marking period. 3) is an average level of conduct that would represent the normal student in the class for the marking period, improvement would be appreciated. 4) represents a low level of overall conduct and low self-respect, need to improve. 5) designates a lack of respect for fellow students, staff and him/herself, improvement is necessary to remain in the class.

### **GRADES:**

Grades are based on the standard measure used by most classes; plus and minus grades will be used. Students will be graded upon completion of the work done in class, homework, projects, performance, and participation.

90% = A

80% = B

70% = C

60% = D

<59% = F

### **EXTRA CREDIT:**

Extra credit is available for those students who have completed all the required work. Extra credit **will not** be accepted instead of required work that needs to be completed as part of the class curriculum. Extra credit must be approved ahead of time by both the instructor and the student.

### **STUDENT'S GRADE/SCORES:**

Students may check their current grade standing at any reasonable time. I use the district's current electronic grading system, which allows students access to their grades on-line.

### **CLASS RULES:**

- You are to be in the classroom and seated when the bell rings or you will be marked tardy.
- Attendance will be taken at the start of the class period. If you are late **it is your responsibility** to inform the instructor that you are here so you do not get marked absent.
- Class will remain sitting at the end of the period; **do not** gather by the door and wait for the bell to ring. The instructor will dismiss you.
- You must fill out your planner in ink before I will sign your pass. Ask first before filling it out.
- Since my classroom is next to the restroom you do not need to make out a pass but you must ask permission to leave.
- You need to demonstrate a positive attitude in my classroom.
- You will be expected to show respect for all people in this class. The first person to respect is you, and then pass it on.
- You cannot use a pass or restroom privilege to get food from the cafeteria.
- **Please do not talk while others are talking, including the teacher.** This is extremely rude and disrespectful to the rest of the class causing the learning to be disrupted.
- Please remember this is an academic learning environment, which means you need to conduct yourself in an appropriate manner in dress, attitude, and speech.

**\*I RESERVE THE RIGHT TO REVOKE A STUDENTS PRIVELAGES AT ANY TIME THAT I DETERMINE IS APPROPRIATE.**

**\*ANY OF THESE POLICIES ARE SUBJECT TO CHANGE ON AN AS NEEDED BASIS AS DETERMINED BY THE TEACHER.**