



## Classroom Procedures

- ✦ All students must be in their seat and ready for class when it is time for class to begin. This does not mean running to your seat as class is starting! Students not in their seat and ready will be counted as tardy.
- ✦ Students need to have all class materials with them before class starts. This includes pens, pencils, paper, homework to be turned in, textbook, book report book, cover sheet, etc.
- ✦ All homework is due at the beginning of class. Homework that is not in class or finished at the beginning of class will be counted as late. Late homework may not receive more than 50% for credit.
- ✦ All late homework must be turned in at least three days before the end of the quarter in order to receive partial credit. Work will not be accepted after this time.
- ✦ Major projects that are late drop a letter grade each day that they are late. Major projects will not be accepted after two weeks from the assigned due date.
- ✦ If a student is absent for any reason (including sports), he should assume that there will be work that will need to be made up. It is his responsibility to find out what that work is and complete it. Work, tests, or quizzes that are not made up due to an absence will be treated as late and points will be deducted after two days.
- ✦ Spelling tests must be made up the day that the student returns in order to receive credit. It is the student's responsibility to make arrangements to take the test.
- ✦ If a student is absent for an extended period of time, a schedule for make-up work will be arranged.
- ✦ Students need to have a cover sheet for all quizzes and tests.
- ✦ Cheating is a very serious offense. Students who are cheating or suspected of cheating may receive a zero for that assignment or test.
- ✦ Students may only use blue or black ink for assignments, class notes, quizzes, and tests. All grammar work must be completed in pencil. No exceptions!
- ✦ Students are strongly encouraged to email assignments to me. The assignments must be received by class time. Be sure to plan ahead. Computers like to crash on the eve of the due dates of major projects!
- ✦ Miss Kovacik's desk, computer, cabinets, etc. are off limits to all students. If you have any questions or concerns at any time, please let me know. My email address is [jkovacik@lrcsmail.com](mailto:jkovacik@lrcsmail.com)