

Guidelines for Ms. Mayes' Class

Please adhere to the following guidelines to ensure a successful semester.

- 1. Seats will be assigned alphabetically and you must sit in your assigned seat. Seat changes will be initiated by the teacher.*
- 2. Chewing gum will not be allowed in class.*
- 3. Cell phone rules as stated in your handbook will be utilized.*
- 4. It will be the responsibility of the student to schedule make-up work due to an absence. Please use your handbook as a reference.*
- 5. All work must be completed in ink. (Use either blue or black ink) Papers written or tests taken in pencil will receive no credit.*
- 6. When the tardy bell rings, you should be in your seat and ready to begin your work. Please pick up your folder when you enter the class.*
- 7. Please keep a loose-leaf notebook for notes and vocabulary.*
- 8. Passes are issued in this class in cases of **extreme** emergency.*
- 9. Discipline problems are not anticipated.*
- 10. Projects and assignments as are due on specific days. Each day an assignment is late, five points will be deducted from your grade. Late assignments will not be accepted after five days. This does not include vocabulary assignments.*
- 11. When you report to class come inside the classroom.*
- 12. Vocabulary test day is **Thursday** of each week. If this day changes, you will be given ample notification.*
- 13. Class is dismissed by me and not the bell.***
- 14. Parental contact will be made periodically.*
- 15. You are responsible for your desk and the area around it. When you leave the classroom, make sure everything is in order.*
- 16. Inconsideration of your classmates will not be tolerated!***
- 17. Paper for the trash container will be deposited at the end of the class period.*