

Teacher's Name: Mr. Manifest

Title of Course: Keystone Exam Prep

The explanation of the Rules and Procedures are as follows:

### **Class Rules and Procedures (B163 Mr. Manifest, Keystone Exam Prep)**

1. Show respect to every person in the room at all times.
2. Raise your hand to answer questions. Please, do not shout out answers.
3. Be on time to class. After a student enters the room, the student is not permitted to go back out into the hall.
4. Be prepared for class. (Bring a pencil, notebook, and homework every day.)
5. A student may use the rest room during the first five minutes and last five minutes of class. Students may not sign out to go to lockers, to see other teachers, or to the office.
6. No cell phones or other electronic devices (iPods, etc.) are permitted in the tech room.
7. Students are responsible for the clean-up of their table and any other work space that they used.
8. Follow all school handbook policies.
9. Class rules can be adding, altered, or enhanced throughout school year.

Any student who does not follow these rules and regulations and who violates other school rules and regulations while in class will be subjected to disciplinary procedures as set forth in the student handbook. In addition, a student may receive 'After School Detentions' as a result of their actions.

### **Example Unacceptable Behaviors BUT NOT ALL**

1. Inappropriate subject matter or language.
2. Random talking out loud.
3. Misuse of computers, including vandalism, stealing or forgery.
4. Disrespect towards the teacher and/or students in class.
5. Repeatedly out of work area.
6. Interfering with other students or their work.
7. Disrespect towards the teacher and/or students in class.
8. Littering in the classroom.

### **Grading Policy:**

Students will be graded using both tests and projects. A due date will be given at the start of each project. Test dates will be announced at least two days in advance. If a student is absent the day before a test, he/she will still be expected to take the test on the announced day. When a student is absent, it is his/her responsibility to obtain make-up work the first day back to class. Make-ups will be given the day following the students return.

Total points earned from tests, quizzes, essays, daily assignments and projects will be converted to a percentage/letter grade.

Cheating and plagiarism are serious offenses and will not be tolerated. Any student who is found to be cheating on any assignment will receive a zero and school policy will be enforced.

The final exam procedures will follow the official policy of the Cambria Heights School District.

### **Final:**

Since this is a semester course there will be no final.

### **Make-up Work:**

1. Work due the day a student is absent is due the day the student returns.
2. Work assigned the day a student is absent is due within three days of the students return. **It is the student's responsibility to ask me what work needs to be made up from the days absent.**