

Mrs. Sirk's Classroom Policies Acknowledgement Form

***Please initial beside each classroom policy to acknowledge Mrs. Sirk explained her classroom policies and that you understand those policies and their consequences if they are not followed.

<p><u>No Disruptive Behaviors</u></p>	<p>Please avoid disruptive talking during lectures, assignments, etc. If you have a question, raise your hand. Please do not get up during an active lecture to throw things away, sharpen pencils, ask to use the restroom, ect.</p>	
<p><u>No Food or Drinks</u></p>	<p>Do not bring food or beverages into class. Water <u>is</u> permitted with a lid.</p>	
<p><u>Only Use Electronic Devices with Permission</u></p>	<p>Keep your cell phones away during the class period. If a cell phone is being used in ANY fashion without my prior permission, I will take it and the student can pick the phone back up after school upon completion of their after school detention with Mrs. Sirk (15 minutes). If the student refuses to turn in their phone, they will be asked to leave the classroom and will not be permitted to return until the issue is resolved with administration.</p>	
<p><u>Earbuds Out of Ears</u></p>	<p>Keep your earbuds out during the class period. It's disrespectful to have your earbuds in your ears when someone is speaking or presenting (even if you're not listening to music). The same protocol will be followed with earbuds as cell phones.</p>	
<p><u>Feet on The Floor</u></p>	<p>Please refrain from putting your feet on the tables/desks.</p>	
<p><u>Keep Your Area Clean</u></p>	<p>Please do not leave anything (papers, old pencils, etc.) on the floor when you leave.</p>	
<p><u>Remain in Your Assigned Seats</u></p>	<p>Stay in your assigned seat during the class period. You are dismissed from your seat only once the bell rings.</p>	
<p><u>Be On Time</u></p>	<p>Tardies will be recorded unless the student comes in with a tardy (pink) pass from another teacher or</p>	

	<p>administration. If you are more than 10 minutes late to class it will result in an absence for that period. If the student has been marked absent and attendance has been submitted before the student has entered the classroom, it is the students responsibility to speak with Mrs. Sirk directly after that class period to discuss the issue.</p>	
<p><u>If You Miss Class</u></p>	<p>If you are absent, check Mrs. Sirk’s website. It is your responsibility to make up what you have missed. I will not come to you with your missing work. One day absent allows you one extra day to complete missing work. For example, if you miss Monday, your Monday assignment will be due on Wednesday at the beginning of class. If you miss Thursday and Friday, your Thursday and Friday assignments will be due by Wednesday at the beginning of class. You will be responsible for copying missing notes from another classmate.</p>	
<p><u>Keep Track of Due Dates</u></p>	<p>If you miss assignments, fail to complete research papers, forget about test dates, etc. you will struggle to succeed in this class. You are the only one responsible for achieving success. I do not pass or fail you. You do. Please record and keep track of due dates and be responsible for completing tasks on time. <u>Late work is not accepted.</u></p>	
<p><u>Communicate</u></p>	<p>If you have any concerns or worries, please talk with me. If you do not understand the material, ask for assistance. If you are having problems outside of the classroom and it is preventing you from succeeding, please let me know. I am available to help before or after school by appointment.</p>	
<p><u>Smartpass</u></p>	<p>Use Smartpass if you need to leave the room. Only one student at a time. No passes are allowed the first 10 minutes of class per school policy</p>	
<p><u>Cheating</u></p>	<p>Cheating of any kind will not be tolerated within the classroom. Cheating or suspected cheating will result in a zero on that assignment or assessment.</p>	

Failing to Adhere to Mrs. Sirk's Classroom Policies:

Failing to adhere to Mrs. Sirk's classroom rules will result in the following protocol:

All classroom rules and expectations will be discussed with students at the beginning of the year, so every student is aware of the expectations/consequences that will follow if they fail to adhere to the classroom rules. These expectations/consequences will also have been outlined in a classroom assignment students will have completed along with signatures from each student acknowledging their understanding of the expectations/consequences that will be placed in their student file.

Students will be addressed individually with a concern if Mrs. Sirk feels they have not followed the classroom rules. Students will be treated respectfully as young adults at all times. All discipline within the classroom will be documented within the students classroom file if needed to refer back to at any time.

First Offense: A before or after school detention with Mrs. Sirk.

Second Offense: A parent phone call or meeting with the student & Mrs. Sirk along with an after school detention.

Third Offense: Meeting with administration to determine forward movement in the class. The student will not be allowed to return to class until the meeting has taken place.

Final Student Signature: