

## Mrs. Duncan's Classroom Guidelines

1. Treat others as you would want to be treated.
2. Be on time to class. Be in your seat when the tardy bell rings and prepared with your binder and pen/pencil ready to begin class.
3. Be respectful by not interrupting during class lecture/lesson with anything unrelated to the subject matter.
4. Be respectful by not getting up during the lesson/lecture to throw anything away.
5. Use the proper hand signals to ask to use the restroom, if you need help or if it is an emergency. (these hand signals will be taught at the beginning of school)
6. Turn in all work on time. Everyday an assignment is late it will result in 10 points deducted and will not be able to be turned in after 5 days.
7. If you are absent for any reason you are responsible for coming to me for make up work or missed assignments.
8. Abide by all school and school board policies.
9. No cussing, yelling, fighting, disrespectful language or actions are to take place in this classroom.
10. Remember to have fun, ask questions and partake in discussion.

You will get out of this class what you want to get out of it as long as you are willing to take part and enjoy it!

*1st offence: Verbal warning outside of classroom*

*2nd offence: Conference with student*

*3rd offence: conference with parent and extra assignment*

*4th offence: office referral*

*\*will follow school discipline guidelines. If offence is severe immediate office referral will be made.*

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_