

Class Policies & Procedures

# **CELL PHONE POLICY**

The classroom is a no cell-phone zone. If your parents/ guardians need to reach you in an emergency, they must call the office at 863- 638-1010. Cell phones MUST be kept in your bookbag during school hours.

## ABSENCE POLICY

Any class work, assessments, or assigned prepwork that was due on a day when a student was absent, must be made up and turned in within two days of the student's return to school. Check the class "ABSENT WORK" folder for missed assignments/ notes.

# Academic Dishonesty

Cheating will not be tolerated in our classroom. Cheating/ plagiarizing on an assessment/ assignment will result in a zero and a parent/guardian will be contacted. No exceptions.

#### LATE WORK POLICY

Work is expected to be submitted on the due date. For any assignment that is handed in late, there will be a penalty of 10% deducted from the final mark. Exceptions can be made, but your circumstances must be communicated with Mrs. Crane. No late/missing work will be accepted after the Bok Academy school wide "cut-off" date. Please check Schoology often to keep up with your grades and missing assignments.

# EXTRA HELP

4

I am more than happy to help you if you are struggling with a particular concept or need help on a project or assignment! I am available during A/C time, during lunch, or before the start of school. Please arrange with me a time for you to come in. Speak with me before or after class.

\* Parents/Guardians: Please contact me if you have any concerns or would like to receive Schoology access.

### Please read, sign, and return this syllabus by 8/15/22

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

Parent/ Guardian Signature: \_\_\_\_\_