**Mrs. Kelly’s Classroom**

**Rules and Procedures**

1. When you come into the classroom, immediately go to your assigned desk and have a seat. Any student left standing when the bell rings will be counted as tardy for the class. Three tardies will result in an assigned detention.
2. If you need to get my attention or leave your seat for any reason (bathroom, pencil sharpener, tissue, trash, etc.), please raise your hand quietly to ask permission. Under no circumstance do you yell across this classroom. It is a disruption to my class and your learning.
3. Come to class prepared. Bring all supplies on the supply list each day. You should also bring a library book to class each day. If you do not bring all supplies, you will be counted as tardy.
4. If an assignment is turned in later than the assigned due date, the grade will be reduced by 10% the first day and by 25% for days following.
5. Make-up work will be kept in a designated bin with your name on it. If you miss a day of class, it is YOUR responsibility to come see me to get your work.
6. I have a zero tolerance policy for cheating in this class. Any student caught cheating will receive a zero for the assigned material.
7. Under no circumstances will you ever throw anything across this classroom. If you need to give an item to me or another student or throw something away, please either wait until class is over or ask permission.
8. All assignments will be posted on the board daily. If you have any questions about assignments, please feel free to ask and clarify before the assignment is due.
9. If you have a question about your grade, please schedule a time to see me. I will be more than glad to go over your grade with you.
10. The bell does not dismiss class; I dismiss class. I promise that I will never keep you long enough to make you late for your next class, but there are times that I may need to finish instructions before you leave. Students should stay in their seat until I give them permission to leave the class.
11. When you leave this classroom, make sure you have all your belongings and pick up all trash around your desk area.
12. Always use your manners. Be polite and kind to others with both your words and your body language. Please, thank you, yes ma’am, and no ma’am are polite and expected responses.