Chemistry Policies **Mrs. McKenzie**

**This is a summary of all of Mrs. McKenzie’s Policies and Procedures**

1. Students are to come to class prepared each day.
2. Students will be in their seat when the bell rings at the start of every class and they will remain in their seat until the appropriate bell dismisses them.
3. Students will treat each other and Mrs. McKenzie with proper respect.
4. There is no **eating, drinking**, **use of a cell phone** in class. This is a SAFETY HAZARD.
5. There is no horseplay in the lab or in class. If a student cannot behave professionally and appropriately, they will receive a zero for the lab assignment.
6. Students are to dress appropriately for class and the lab in accordance with the HCPSS dress code policy and safety contract.
7. **Plagiarism and cheating** on any assignment will result in a zero. This includes using a cell phone during a test/quiz or copying off another student. I expect all students to adhere to the **Mt. Hebron Honor Code Policy**.
8. **No late work** will be accepted unless it is from a legal, excused absence.
9. Work from an absence will only be accepted on the student’s **next day to school (not the next class).**
10. It is the parent’s and student’s responsibility to check CANVAS for their current grade.
11. If a student is falling behind in class, it is the student’s responsibility to see Mrs. McKenzie for help.
12. Grading is percentage based, not total points……every assignment is important.
13. If a parent or student has a question or a problem, please contact Mrs. McKenzie ASAP.
14. Canvas has all important handouts and papers from class. If a student loses a paper, they can go onto Canvas under the modules section to print off any handout/notes they need.

I have read and understand Mrs. McKenzie’s Syllabus and Class Policies for the 2017-2018 school year.

Parent / Guardian Signature:

Student Signature: