

Classroom Policy for Medical Students

Food and Drink in the Classroom Policy

- No food is allowed in the classroom unless related to academic activities, medically necessary, or nutritionally sound with teacher permission.
- Only water in screw cap clear plastic bottles (no open containers such as soda cans, travel cups, etc.) is allowed.

Tardy Policy

Definition – Any student not physically in the classroom when the late bell rings.

Documentation

- All tardy students will document relevant information in a classroom sign in/out sheet and may also be asked to provide information in a classroom notebook and/or planner.
- Consequences
 - **1st offense** verbal warning
 - **2nd offense** 25 minute detention / parent notification
 - **3rd offense** 40 minute detention
 - **4th offense and beyond** – tardy referral process begins
- Tardies accrue throughout each 6 weeks **for disciplinary and attendance purposes.**
- Students who drive and are chronically tardy due to circumstances beyond their control will be advised to ride the bus.
- **School Board approved Tardy Policy:** 3 tardies/ 6 weeks will equal 1 absence; > 20 minutes tardy is an absence; tardies used to change absences start over every 6 weeks but absences once formed are permanent.

Dress Code Policy

- Teachers will post a sign outside the classroom warning students that they should be within dress code upon entering the classroom and a review of proper and improper dress will be presented to the entire school via morning announcements.
- Obvious dress code violations will be sent to the office with a referral.
- When necessary, female students may be sent to a female teacher for violations of a sensitive nature.
- Students with suspect dress may be sent to Ms. Dupee or Mrs. Spicciati for review. Ms. Dupee may make the referral decision.

Electronics Policy

- **Electronic devices** (cell phones, iPods, MP3 players, etc.) may only be used before school, after school, and during lunch.
- **Electronic devices are not to be used when passing class to class**
- **Electronic devices need to be turned off** (not set on vibrate) during class hours and must be kept out of view.
 - *Cell phones blatantly used in class or that accidentally ring although out of view will be confiscated and/or sent to administration with disciplinary consequence.*
 - *Cell phones that ring or are in view during assessment will be confiscated and/or sent to administration with disciplinary consequence as a violation of test-taking and electronics policy.*

- All student-parent contact **must** be made through the administrative offices (clinic, AP office, and counselor) for proper documentation of parental contact (These are legal records). No private cell phones will be allowed.

Test Taking Policy

Expected Student Behavior during any assessment:

- Students will clear desks of all materials except those needed to take the assessment.
- All book bags, purses, and other school items will be closed and out of testing view (under seat, away from desk).
- Cover sheets with no marking or writing on the paper may be used to cover answers as the student works.
- Students will keep their eyes on their own papers.
- Students will not be allowed out of their seats during testing sessions.
- Students may not mark on desks etc. or doodle on their answer sheets when testing.

Violations of test taking policy (definition): Student behaviors which set up ideal conditions for cheating during a test, quiz, or other assignment. These behaviors include the following:

- Having an electronic device out during the assessment (cell phone, MP3 player, iPod, camera, etc.)
- Attempting to use an electronic device during an assessment.
- Looking at another student's paper
- Talking or any other communication during the test
- Any other violation of individual teachers' test-taking policies

Consequence

Violations of test taking policy by a student may result in the student having to take a different form of the test after school the day the test is given as well as parent contact.

CHEATING/MALPRACTICE

Cheating/malpractice (definition) Behaviors that result in, or may result in, a student gaining an unfair advantage over another student, and includes the following:

- **Plagiarism** – the representation of the ideas or work of another person as the student's own
 - Students who have questions regarding whether or not something constitutes plagiarism have a responsibility to consult with the teacher prior to submitting the work/assignment.
- **Collusion** – the supporting of malpractice by another student, as allowing one's work to be copied or submitted for another.
- **Duplication of work** – the presentation of the same work for different assignments
- **Other**- includes but is not limited to:
 - Taking unauthorized materials into an exam, test, quiz or other assessment situation
 - Engaging in misconduct during an exam, test, quiz or other assessment
 - Falsifying any records
 - Copying, paraphrasing, reusing or submitting another's work without acknowledging the source, including information from the Internet
 - Receiving or giving of any unauthorized assistance on any form of academic work
 - Unauthorized writing on desk, scrap paper, or other items prior to or during the assessment
 - Identical answers on passages on tests, reports, essays

- Identical homework papers when the assignment is not specifically a group product

Academic Dishonesty violations will be referred to the administration and parents will be notified.

Issuance of Passes

Students attend school to be educated and therefore the time spent outside the classroom needs to be kept to a minimum. Students should only leave your class when absolutely necessary. If a pass is necessary:

- All passes will need to be written from official pass books. **(Students are never to handle these pass books.)**
- All students must be wearing an ID badge to receive a hall pass. Any student leaving the classroom must also sign out/in on the classroom sign-out sheet and record the date, destination, time out and in. **(Teachers have a responsibility to track student use of passes for frequency, destination, and duration)**
- Passes will **NOT** be written the **1st 10 minutes** and **2nd 10 minutes** of any class period. When possible *try* not to issue passes during the lunch period.
- **Abuse of bathroom privileges will result in disciplinary referral. No student should be allowed a pass to the bathroom daily without parental and administrative contact.**
- **Any student with a medical condition or taking a medication that requires increased bathroom privileges will need to have a medical note brought to the house secretary explaining need and duration.**
- Passes will not be written unless mandated as absolutely needed such as illness, bathroom, or the request of an administrator, counselor, or teacher.
- Passes will not be written to lockers since it is the student's responsibility to come to every class prepared. (Students will be expected to make do for the class period and deliver any homework etc. to the teacher immediately at the end of the respective class period).
- Passes should not be written for students to obtain drinks from vending machines for themselves or their teachers.
- Any student that receives a pass to go to the media center **MUST** return to that class and check in with the teacher 10 minutes before the end of the period. They **CANNOT** go on to their next class or be dismissed for the day from the Media Center. All teachers who write passes for students to the Media Center have a responsibility to check and be sure the students did go to the Media Center. The Media Center has a responsibility to document every student's arrival time, teacher, and departure time.
- Teachers dismiss students not bells, however, **NO** student should be dismissed from you class before the dismissal bell as rung.
- **Consequence:**
 - Any student who receives a pass in good faith and abuses that trust will lose the trust and privilege to travel the campus during class time and will be referred to their administrator for disciplinary action.