

Guidelines for Appropriate Student Behavior
Mrs. Roth-Soto

1. Students are to be in their seats and ready to work when the bells rings (or by the time it is supposed to ring). Students who are not ready at this point will be marked tardy.
2. Students are to have all of their materials with them. Remember that coming to school prepared is important training for success in the world of work. Missing materials may delay classroom learning activities or prevent a student from completing a task. At the minimum, students should always have a three-ringed binder, student agenda, clean binder paper, pens with dark blue or black ink, pencils, necessary books, and completed homework.
 - 2.1. **Work must be completed in dark blue or black ink, or standard graphite pencil lead. Work done in other colors of ink or lead will need to be redone for credit.**
3. Students are expected to keep track of assignments and due dates by using their agenda or another calendar system. This, too, is important training for success in the world of work.
4. Students are expected to learn at least one new thing each class period. Students are expected to do their best at all times.
5. Students who need an extension for an assignment need to make their request prior to the due date; requests made at the time an assignment is due will be denied. Extensions may be requested by e-mail (**Teacher@bjrs.org** or **JRothSoto@scusd.net**), phone (**408/410-4500**), or in person before 8:10 a.m. on the due date.
 - A. Students have my phone number and are expected to use it if they have questions about homework. I am available before school beginning at 7:00 a.m. and after school until 8:00 p.m. Students may also call over the weekend. I am not available Friday nights after 6:00 p.m.
 - B. I accept text messages and will reply in kind.
6. Assignments missed due to absenteeism must be made up in order to receive credit. It is the student's responsibility to ask which assignments were missed and to make up the work within a reasonable amount of time. Absenteeism does not automatically excuse a student from a task.
7. Students will keep all work for each quarter in their binder or portfolio unless they are specifically told to recycle it. There will be times during the quarter and year when students will be asked to find and revise past assignments.
8. Students are responsible for their own materials. Students need to replace lost materials.
9. Students may bring clear, bottled water to class and may consume water during class as needed. Sunflower seeds, gum, and other consumables are not allowed per school policy.
10. Students may not leave their seat or the classroom without permission. Students are expected to use the restrooms during brunch, passing period, or lunch.
11. Students are to treat all members of the Don Callejon community with respect. This includes teachers, administrators, secretaries, custodians, students, and on-campus guests. Harassment of any kind will result in disciplinary action.
12. At the end of the class period, students will be excused by the teacher. **Students are to leave their work area clean.**