### Saint Mary High School

### 64 Chestnut st. Rutherford

### New Jersey, 07070

### Mr. Abraham Lopez, D.C., M.S.H.A.P.I.

### Classroom Behavior and Procedures

Students must know and follow all rules in the student handbook in addition to my classroom procedures.

1. Be in your assigned seat and prepared to work when the final bell rings.
2. Start working on “Warm Up” questions at the beginning of class.
3. Answer and go over “Warm Up” questions.
4. Follow directions the first time given.
5. Be prepared with materials and assignments.
6. No arguing in class. Concerns and/ or appeals must be discussed with teacher. privately after class or submitted to teacher in writing after class.
7. Raise your hand and wait to be recognized before speaking.
8. Abstain from eating, drinking, chewing and grooming in our classroom.
9. Respect the rights and property of others.
10. Be courteous, and respectful to the teacher and classmates.

### Policy for Severe Behavior

Severely disruptive behavior such as repeated disruptions, fighting, cursing, physical assault, or verbal abuse by the student to the teacher and/or any other student will result in immediate referral to the assistant principal or administrator in charge of discipline.

**Class Assignments-** Parents please write down initials on the lines

1. **Any class work not completed in class must be completed as homework**
2. **Home work is due the following school day**
3. **Home work turned in late (1day after the due date) will receive 70% credit; 2 days late will receive 50%, more than 2 days will receive 0. (See syllabus for details)**
4. **If student has an unexcused absence on test day, the student will perform the test during the next class day and are required to complete all class work.**

**5) Participation is important in class**

**Cell phones and Electronic Devices –** Please read carefully; **t**aken directly from student/parent handbook p. 34.

**ELECTRONIC DEVICES**

All cell phones and electronic device must be turned off upon entering the building. **(Ex. Cell phones, IPods, MP3 Players, and Tablets, etc.)** Students may not use their cell phones to contact their parents or guardians during the school day. Also parents or guardians should not be contacting students during the school day by calling or sending text messages. If a student needs to be contacted, a Parent/Guardian must call the main office. If a student is ill, he or she must go to the nurse and the school will call home as needed. **No student will be excused from school if this procedure is not followed.** Students using cell phones at any other time are subject to disciplinary action. **A cell phone is considered in use if the student has the phone in hand or the teacher confiscates a phone.** Discipline for cell phone use will be progressive for any violation:

* **1st infraction**- warning by teacher/staff member
* **2nd infraction**- device surrendered to teacher/staff member, returned at the end of the day
* **3rd infraction**- device surrendered, submitted to the Dean of Students. Device held until the end of the week (after school), returned to student after form is signed indicating knowledge of policy and future steps.
* **4th infraction**- device surrendered, submitted to Dean of Students. Device held until the end of the week. Returned to parent/guardian at close of the workday (3:10-3:30pm) after form is signed indicating acknowledgement of policy and future steps.
* **5th infraction**- device surrendered, not to be returned until the end of the school year. If item is not claimed it may be donated to charity, sold with proceeds going to school use, or recycled.

**If a student refuses to submit his/her cell phone to any staff member upon request, the student will be referred to the Dean of Students for further disciplinary action.** A student who takes a picture with a camera phone will be immediately suspended. No headsets or similar electronic devices will be permitted to be used during the school day. Students are not permitted to use cell phones or MP3 players during their lunch periods or while using the restrooms.

Any misuse of technology will result in a loss of computer privileges for a minimum of one marking period. Based on the nature and severity of the violation, appropriate disciplinary action will follow that may include Administrative Detentions, In-School Suspension, or Out-of-School Suspension and possible loss of technology school use for the entire school year. Students may not take pictures, video, or audio record any student, teacher, or administrator at any time during the school day with a cell phone, tablet, laptop, or any other recording device. Failure to comply will result in an immediate suspension.

Initial next to the line

(Student)

Initial next to the line (Parent)

**Academic Integrity Consent Statement**

**Course: Anatomy and Physiology**

**Teacher: Mr. Abraham Lopez Term: 2014-2015**

**DIRECTIONS: (1) Read through this statement carefully. (2) Ask questions if there is *anything* you do not understand. (3) Return it to your teacher.**

I have heard the teacher's discussion of plagiarism, and I understand that I must use research conventions to cite and clearly mark other people's ideas and words within my paper. I understand that plagiarism is an act of intellectual dishonesty. I understand it is academically unethical and unacceptable to do any of the following acts:

* To submit an essay written in whole or in part by another student as if it were my own.
* To download an essay from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source.
* To restate a clever phrase *verbatim* from another writer without acknowledging the source.
* To paraphrase part of another writer's work without acknowledging the source.
* To reproduce the substance of another writer's argument without acknowledging the source.
* To take work originally done for one instructor's assignment and re-submit it to another teacher.
* To cheat on tests or quizzes through the use of crib sheets, hidden notes, viewing another student's paper, revealing the answers on my own paper to another student, through verbal or textual communication, sign language, or other means of storing and communicating information, including electronic devices, recording devices, cellular telephones, headsets, and portable computers.
* To copy another student's homework and submit the work as if it were the product of my own labor.

I understand that the consequences for committing any of the previous acts of academic dishonesty can include a failing grade for the assignment or quiz with no opportunity for make-up. (p. 17)

**Forensic Science**

I have read course information, notebook requirements, academic integrity consent form, and assignment policies for Forensic Science. My signature below indicates that I understand the requirements and policies for this course and agree to adhere to them throughout the school year. Because this we are college level preparatory school, I am aware of the high expectations and my enrollment in the class indicates that I am prepared to meet those expectations.

I understand the academic integrity consent statement and agree to its conditions throughout the school year. Furthermore, I understand the assignment policies and agree to abide by them.

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the best **phone** **number** to reach you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_