**Supplies:** Students are responsible for bringing a writing utensil and a flash drive to class with them every day.

**Printing:** Printers must be used for school assignments only. Should you need to print something else, ask the instructor first. Printouts to the color printer MUST be approved first; only final copies should be sent to the color printer!

**Missed Classes:** You are responsible for obtaining material after an absence by contacting a student or picking up work from the make-up work folder. Missed work must be made up outside of normal class time, before or after school by appointment. Any uncoordinated, unexcused missed quiz will result in a score of 0 for that exam.

**Assignments:** All assignments are due at the end of class on the date due. Late work may be accepted the same week only for reduced credit. After one week, the assignment may not be turned in for credit.

**Electronic Devices:** Use and possession of personal electronic devices (including cell phones and MP3 players) is prohibited. With necessity and permission, you may bring in your own video/digital cameras to use in class, but camera phones and the like are not allowed. Misuse of computers and other electronic equipment will not be tolerated and will result in privileges being revoked. All assignments will then become homework and students will still be responsible for meeting due dates and/or deadlines.

**Academic Dishonesty:** Plagiarism and cheating are serious offenses and will be punished based on the student handbook policy, which includes a zero on the assignment and detention.

**Need for Assistance:** If you have any condition, such as a physical or learning disability or visual impairment that may require academic accommodations, please notify me as soon as possible

If you have any questions about your student’s progress, please feel free to contact me:

shubble@tcdcharterschool.com