

**Parents & Students: Please read, sign & return with registration form**

### **Test Taking Procedures**

- All tests to be taken at home will be sent home in a sealed envelope, or emailed to parent email.
- Parent must provide an environment where books/study guides are put away and cheating is not a possibility. It is the PARENT'S responsibility to provide the appropriate test environment.
- When tests are returned, they must be brought back in a sealed envelope (provided by parent) with their signature over the sealed portion. This signifies to us that the test was taken properly at home.
- Test will not be accepted by teacher unless in a sealed/signed envelope.

### **Cheating**

If a student is caught cheating, this will be an automatic "0".

### **Late Policy**

**Unexcused** late assignments/tests may be handed in up to one week after due date. However, please note that all late assignments/tests will be deducted one letter grade (11 points). No unexcused late assignments/tests will be accepted after one week.

Bottom line: Communication...let me know if something is going on that will prevent an assignment from being completed on time. I'm happy to extend mercy, as long as it would not be enabling irresponsible behavior or misconduct ☺.

**Parent Signature:** \_\_\_\_\_

**Parent Name (printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Student Name (printed):** \_\_\_\_\_