Class Expectations, Class Rules, Class Procedures

The expectations, rules, procedures and consequences of my classroom are intended to keep the classroom environment safe, orderly, and productive. Please respect the rules so that we can maximize learning time together. The rules are not hard to follow, nor are any of them “out of the ordinary.” They are simply expected behaviors for high school students in this classroom. If you have any questions about any of these rules, or why they are in place, you have the right to find out – please ask me as soon as possible. There should never be a rule that does not have a purpose! Thank you for your cooperation!

CLASS EXPECTATIONS

1. Respect yourself, the teacher & others
   Show respect for the teacher, yourself and others at all times.
   Respect others’ property. Avoid touching or writing on anything that does not belong to you (including desks, textbooks, teacher’s belongings, walls, chalkboard, etc.). Don't expect that others will clean-up your messes. Please pick-up after yourself.
   Respect yourself and the rest of us by using appropriate language

2. Put forth your best effort at all times
   Always do your own best work.
   Put learning ahead of getting good grades.
   Put quality ahead of just getting it done.

3. Be prepared for class each day
   Come prepared with all materials necessary:
   - A notebook for taking in-class notes
   - A writing utensil
   - Highlighters for emphasizing important text

4. Follow directions when given
   When directions are given, do your best to follow them the first time. If you are confused or have questions, ask. I would rather have you stop class to clarify than be off task while everyone else is working.

5. Pay attention, participate and ask questions
   Engage in what is going on in the classroom. If you have a question, ask it! Otherwise, I might not know until the test that you didn’t understand something. There are no stupid questions, and chances are, if you are wondering about it, someone else in the class is to. Be proactive about your learning and don’t be afraid to ask for help. If you feel most comfortable waiting until after class, that is okay, too, but do keep communication open between us.
6. **Preserve a positive learning environment**
   Student actions that interfere with teaching or learning in the classroom will NOT be tolerated.
   Use class time to learn history/government. Please do not spend your time grooming, sleeping, talking, writing notes, playing cards, listening to music, text-messaging friends, or doing work for other classes.
   Minimize classroom interruptions by arriving to class on time and not leaving the classroom during the hour.

7. **Take responsibility for your actions**
   If you are confronted about a rule infraction, own up to it. Don’t deny it, lie about it, or blame someone else.
   Take responsibility for missed assignments.
   All handbook rules will be enforced. Please read your handbook. Students that choose to break these rules, choose to have points taken away from their learning readiness grade, and face the possibility of additional consequences.

**CLASS RULES**

1. **Turn off cell phones & electronic devices**
   Electronic devices (I-pods, handheld games, mini-TVs or personal DVD players, cell phones, etc.) are NOT permitted in my classroom.
   Cell Phones should be turned off and invisible during the class period (unless you are told to use by me). If I see or hear your phone it will be taken away and given to you at the end of class. If this continues to happen your phone will be given to an administrator and will be at the discretion of administration. Refusal to turn over the cell phone will be treated as insubordinate behavior and will result in either a detention or a phone call home.

2. **No food or drink, except water**
   You may drink bottled of water in the classroom. If a spill occurs, please clean it up immediately and inform the teacher.
   No other food or beverage is permitted without a doctor’s note.

3. **Arrive to class on time & ready to learn**
   When the class begins, you need to be sitting in your assigned seat.
   You should immediately begin on the “Do Now”.
   Be “physically” and “mentally” present in the classroom

4. **Never line up at the door before dismissal**
   Please remain in your seat until I have dismissed you. Never line up at the door before dismissal. Remember, I dismiss you.
5. **Do not cheat, plagiarize, or copy work**  
Cheating is completely unacceptable. If I see you cheating on any assignment… even for another class… I will give you a zero and report the incident to the other teacher as well as your assistant principal and parents.  
Plagiarism (copying work from another source without giving proper credit) is completely unacceptable. If you plagiarize on any assignment you will earn a “0” on that assignment with no opportunity to re-assess the work for credit.

6. **Use polite and appropriate language**  
Offensive, derogatory, and profane terms are not tolerated. In order to have a safe classroom environment where all students feel comfortable, no put downs, swear words, or slang words with demeaning connotations will be accepted. Remember, if you don’t have something nice to say, don’t say it at all!

7. **Do your best work & turn it in on time**  
Remember that the work that you turn-in is a reflection of your effort on the assignment. Think about the following expectations when you are preparing an assignment that I will review:  
Write your full name and hour on all assignments.  
All work must be neatly done and legible in order to receive credit. If you print, capitalize properly (do not write using all capital letters).  
Assignments that are bunched up, crinkled, illegible, sloppy, or contain stains or holes are unacceptable.  
ALL MAJOR ASSIGNMENTS, ESSAYS & PROJECTS MUST BE TYPED. If you don’t have a computer at home, the public library is a great place to work on essays! Final draft format for typewritten work is as follows: 12-point font, double-spaced, 1” margins, and use Times New Roman.

**CLASS PROCEDURES**

1. **Pick up after yourself before you leave**  
Take all of your belongings, pick up any scrap papers around you, and put your desk back in line before you leave each day.

2. **Get missed work from your folder and ask the teacher**  
Attendance is essential for optimal learning. Being on time and present and class physically and mentally will be part of your overall grade. You may not be excused form my class by another teacher without first seeking my permission.  
If you are absent, it is your responsibility to obtain any missed classwork. Begin by looking for missed handouts in your folder pertaining to your class hour. Follow-up with the teacher if necessary.  
Make arrangements to take quizzes and tests immediately. It is your responsibility to make these arrangements, I will not and cannot track you down. If you do not make-up
quizzes in a timely manner (before graded quizzes are returned to the students who were present), you will earn a “zero” on the quiz or test. UNEXCUSED absences on the day of an assignment, test, quiz, project, presentation, paper, etc. will result in a zero.

CLASS CONSEQUENCES

1. Verbal warning
2. Call home
3. Detention
4. Referral to assistant principal