

# Classroom Policies and Procedures

## Classroom Management Plan

2019 - 2020

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### Behavior Standards

This classroom is a workplace, a learning environment that requires a business-like atmosphere. The goal is to create a place and atmosphere where you, your fellow students, and I can work and learn together. Every individual student shares in the responsibility for maintaining a climate where everyone's work and efforts are respected, supported, and encouraged, and where everyone respects the need to concentrate in order to create quality work and meet high standards.

As students in our learning community, you are expected to:

1. *Help create a courteous, cooperative atmosphere where everyone can concentrate on his/her work.*
2. *Share in making decisions regarding your work.*
3. *Keep your mind focused on your work and work hard all the time.*
4. *Be polite, courteous, and considerate of one another and one another's space at all times.*
5. *Support, encourage, and assist your fellow students in their learning.*
6. *Come to class on time every day and be prepared to participate actively.*
7. *Use behavior and language at all times that is appropriate to school.*
8. *Talk in a respectful, conversational tone and listen courteously when other students are talking or when the teacher is addressing the class or asking questions.*
9. *Respect the speaker, whether it is the teacher, another staff member, or another student. Do not talk while another person is addressing the class.*
10. *Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.*
11. *Do not eat in the classroom. Drink only bottled water.*
12. *Turn off your electronic devices before coming to class and put them away in your backpack.*
13. *Comply with VHS dress code policy.*
14. *Comply with all district and school expectations and regulations.*

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### Class Procedures

The following classroom expectations will help students to understand specific in-class procedures:

#### **1. What do I do when I enter the room?**

##### ***Before the bell rings...***

- All electronic devices must be turned off and placed in your backpack. If there is an emergency, you are to be reached via the main office, not your phone.
- Check to be sure you are in dress code; i.e. shirt tucked in, belt on, shorts at least finger-tip length, closed-toe shoes.
- Have your notebook, Chromebook (if needed that day), pencil, and any other materials out on your desk that are listed on board.
- Place your backpack **under** your desk so that the **aisles are clear** of obstructions.

### ***When the tardy bell rings...***

- Immediately begin the bell ringer/warm-up. This is expected to be a quiet time. *Every class will begin with a warm-up. As soon as the bell rings to signal the start of class, look to the board and front of the room for any written or verbal instructions to begin your work.*
- Remain in your seat for the entire class period, unless specifically directed otherwise.
- You may sharpen your pencil as needed.

### **2. *What do I do if I am tardy?***

If you arrive tardy to school after the first class bell rings, you should report to the front office for an admit slip. If you are more than a minute late, you will be categorized as being somewhere in the building without permission or be documented for a class cut. If you arrive to class one second after the bell rings to signal the start of class, you are considered tardy. The following is a breakdown of how tardies will be handled:

#### ***How many tardies can I have?***

- |   |                       |
|---|-----------------------|
| 1. On your <b>first</b> unexcused tardy                                     | <b>Warning</b>        |
| 2. On your <b>second and every subsequent</b> unexcused tardy in a semester | <b>Parent Contact</b> |
| 3. On your <b>tenth</b> unexcused tardy in a semester                       | <b>Referral</b>       |
| 4. On your <b>fifteenth</b> unexcused tardy in a semester                   | <b>Referral</b>       |

### **3. *How is homework handled?***

- Homework points are awarded as a mastery grade for College Algebra, Trigonometry and Precalculus. Homework is posted in MyMathLab (MML). Homework counts for 5% of your course grade in College Algebra and 10% of your grade in Trigonometry and Precalculus. Homework for each module/chapter/unit is due the first day of the test for that module/chapter/unit.
- It is your responsibility to find out what notes and homework assignments you have missed due to an absence.

### **4. *If I am absent on the day of a test, when can I make up that test?***

- If you have a qualifying absence and are allowed to make up the test, they are to be made up after school within 3 school days of the missed test. You will need to make an appointment to make up a test. Please refer to your syllabus for qualifying absences. A missed appointment or failure to make up a test within the 3-day allotted time will result in a zero.
- Since tests and quizzes are posted well in advance of the date, an absence the day before **does not** excuse you from taking the assessment.

### **5. *What should I do if I do not understand something during class?***

I am here to help you! Please, ***do not ever hesitate to ask questions***. Chances are someone else has the same question. ***BUT*** ... Please raise your hand and wait to be acknowledged. Do not blurt out or call out questions or answers. If it is during a quiet work time you may come to my desk.

### **6. *What do I do if I need extra help?***

I am available Monday, Wednesday and Friday after school should you need extra help. No appointment is needed but please ask to make sure I will be available. NHS also provides tutoring should you need help on a regular basis. Please be prepared to ask *specific* questions when you arrive.

**7. What do I do if I need to leave the room?**

- Please use your time *between* classes for the restroom. Passes to the restroom will be given only in emergencies.
- Passes (to other teacher’s room, guidance, etc.) will not be given during lecture time as it takes away from learning.

**8. What do I do before I leave the room at the end of class?**

Stay seated except to return supplies. Always leave your workspace the way you found it or better. Be sure to pick up and clean up after yourself before leaving the classroom.

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**Consequences**

This behavior management plan will be consistent with the disciplinary policy of The Villages High School. Students will be held accountable for their behavior and are expected to follow the **“Five Golden Guidelines”**:

1. Be on time and where you are supposed to be.
2. Be prepared and on task
3. Ask for the help that you need.
4. Strive for excellence and always do your best.
5. Respect the rights, responsibility, and property of others.

**Remember and Practice our Core Values: Hard Work, Creativity, Stewardship, and Hospitality!**

If you choose to not follow any of these behavior standards or class procedures, there will be consequences to accept for your own actions. Of course, severe behaviors will warrant a referral to administration immediately. Lower level disruptions or violations can be handled with detentions and/or parent contact (see below). I reserve the right to use my discretion in choosing how to handle infractions when possible but will adhere to school policy and procedures when making these decisions.

The following teacher interventions will be used (in any order) according to the nature and severity level of any unacceptable behavior. Each will be logged with the student’s name, date, time, unacceptable behavior, intervention, and next steps (if necessary).

- |                               |                                      |
|-------------------------------|--------------------------------------|
| 1. Verbal warning             | 5. Behavior contract                 |
| 2. Assigned seating           | 6. Parent/Student/Teacher conference |
| 3. Teacher/Student conference | 7. Parent Contact                    |
| 4. After-School Detention     | 8. Discipline Referral               |

**VHS CLASSROOM BEHAVIOR PLAN: (Level 1 Infractions)**

Teachers in the classroom will incorporate the following Classroom Behavior Management Plan Steps: when students choose to disregard classroom/school rules, disrupt the learning environment, or any other **LEVEL 1 Infraction**, such as inappropriate use of cell phones, headphones or ear buds, etc..., dress code , food/gum/candy/beverage, inappropriate display of affection, refusal to work, etc.

|   |
|---|
| <b>INTERVENTION STEPS FOR LEVEL 1 INFRACTIONS</b> |
|---|

**INTERVENTION STEPS: Clarify this is not daily; this cumulative for each semester.**

- 1. Private conference with the student - WARNING**
- 2. Private conference with the student - WARNING - next step will result in parent contact**
- 3. Parent Contact - warning that the next occurrence will result in an assigned after-school detention**
- 4. Parent contact and After-School Detention. Room 220 - 2:45-3:25**  
**\*\*Detentions will not be rescheduled, unless a parent/guardian calls, provides written documentation, or if a student is absent on the day of detention. A missed detention will result in a Saturday School\*\***
- 5. Parent contact and DISCIPLINE REFERRAL - see progression plan below.**

|                                |   |
|--------------------------------|---|
| <b>1<sup>st</sup> Referral</b> | Documentation of referral on behavior record and After School Detention |
| <b>2<sup>nd</sup> Referral</b> | Saturday School   |
| <b>3<sup>rd</sup> Referral</b> | ISS - In School Suspension  |
| <b>4<sup>th</sup> Referral</b> | ISS - In School Suspension  |
| <b>5<sup>th</sup> Referral</b> | Out of School Suspension (OSS) Behavior Contract & Parent meeting       |

\* A student that breaks the behavior contract will face possible dismissal from VHS.

**STUDENT'S THAT MISS SATURDAY SCHOOL WILL BE PLACED IN IN-SCHOOL SUSPENSION (ISS) THE FOLLOWING WEEK.**

**ALL REFERRALS ARE CUMULATIVE DURING THE SEMESTER WITH THE EXCEPTION OF THOSE WRITTEN FOR TARDIES AND THOSE REFERRALS WILL BE ADDRESSED ACCORDINGLY.**

**Any referral written for Level 2-3-4 Infractions will result in Saturday, ISS, OSS, or possible dismissal.**

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| <b>Please see the next page for Infractions and Infraction Levels.</b> |
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## Most Common Infractions and Their Infraction Level

| Level 1 Infractions   | Level 2 Infractions   | Level 3 Infractions  | Level 4 Infractions   |
|---|---|--|---|
| <ul style="list-style-type: none"> <li>- Acts of Misconduct</li> <li>- Disregard of Rules</li> <li>- Disruptive Behavior</li> <li>- Failure to bring proper materials</li> <li>- Failure to do assigned school work</li> <li>- Inappropriate dress (Dress Code Violations)</li> <li>- Lying</li> <li>- food/gum/candy/ beverage</li> <li>- Other, See conduct report</li> </ul> | <ul style="list-style-type: none"> <li>- Acts of disrespect to staff</li> <li>- Technology misuse</li> <li>- Skipping class/school</li> <li>- Failure to report to detention</li> <li>- Inappropriate language/gesture/profanity</li> <li>- Leaving assigned area without permission</li> <li>- Cheating</li> <li>- Name calling or teasing</li> <li>- Providing false or misleading information</li> <li>- Throwing objects</li> <li>- Violation of cell phone use</li> <li>- Use or possession of tobacco products *</li> <li>- Wrestling, pushing, shoving</li> <li>- Repeated tardiness</li> <li>- Inappropriate display of affection</li> <li>- Repeated Level 1 infractions</li> <li>- Other, See conduct report</li> </ul> | <ul style="list-style-type: none"> <li>- Bullying and coercive behavior *</li> <li>- Fighting *</li> <li>- Gross Disrespect to school staff</li> <li>- Gross insubordination</li> <li>- Inciting, leading a major student disorder</li> <li>- Obscene language</li> <li>- Possession of an object that could be construed as a weapon</li> <li>- Possession of, under the influence of, or sale of alcohol *</li> <li>- Serious technology misuse</li> <li>- Serious or continued threat *</li> <li>- Racial harassment</li> <li>- Sexual harassment *</li> <li>- Physical attack *</li> <li>- Possession of drug paraphernalia (without arrest)</li> <li>- Repeated level 2 infractions</li> <li>- Other, see conduct report</li> </ul> | <ul style="list-style-type: none"> <li>- Aggravated battery *</li> <li>- Battery or aggravated battery on school personnel *</li> <li>- Bomb threat *</li> <li>- False accusation against staff that damages reputation/career</li> <li>- Disruption on campus - Possession, use of, or threat with a weapon *</li> <li>- Possession of, under the influence of, or use of any drug, narcotic, controlled substance or and substance when used for chemical intoxication other than alcohol *</li> <li>- Sale or distribution of drugs, controlled substance or any substance excluding alcohol *</li> <li>- Severe and repeated bullying *</li> <li>- Sexual misconduct *</li> <li>- Severe harassment *</li> <li>- Sexual assault (threat of) *</li> <li>- Making threats of terror or violence -</li> <li>- Possession of drug paraphernalia (with arrest)</li> <li>- Other, see conduct report</li> </ul> |

Please see the next page.

Please return this page to Mrs. Robertson by August 12, 2019.

## PARENT/STUDENT/TEACHER CONTRACT

**Student Name:** \_\_\_\_\_

By putting my initials in the box I am verifying that I have **read** and **understand** the **syllabus** and **Classroom Management plan** for this class and **agree** to follow the contents of each.

**Parent Name:** \_\_\_\_\_

By putting my initials in the box I am verifying that I have **read** and **understand** the **syllabus** and **Classroom Management plan** for this class and **agree** that my child should follow the contents of each.

Parent's email: \_\_\_\_\_

Parent's alternate email: \_\_\_\_\_

\*\*Should I need to contact the parent I will use the phone and/or email addresses provided by the parent to the school when the emergency contact form was completed. It is important that the school have the most up-to-date email and phone numbers on file. Please contact the main office (352-259-3777) should you need to update this information. Thank you.