

# CLASSROOM EXPECTATIONS & PROCEDURES

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## BEHAVIORAL EXPECTATIONS

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. *Keep your mind focused on your work and work hard all the time.*
3. *Be polite, courteous, and considerate of one another and one another's space at all times.*
4. *Support, encourage, and assist your fellow students in their learning.*
5. *Come to class on time every day and be prepared to participate actively.*
6. *Use behavior and language at all times that is appropriate to school.*
7. *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.*
8. *Respect the speaker, whether it is the teacher, another staff member, or another student. Do not talk while another person is addressing the class.*
9. *Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.*
10. *Turn off your electronic devices before coming to class and put them away in your backpack. If you feel you cannot resist the temptation, you may deposit your device on my desk until the end of class.*

## CLASS PROCEDURES

While every day can vary some in terms of agenda, this is a summary of the procedures we will routinely follow:

1. **Entering the classroom:** Pick up any handouts on the table and look at the board. Follow the instructions on the board and review the lesson's learning goal.
2. **Bellringer:** Classes will begin with a bellringer. 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.
3. **Restroom/Water Fountain Use:** Please attempt to go to the restroom between classes. You will only be permitted to use the restroom during class in the case of an **emergency** or if you have documented medical needs that require more frequent restroom visits. **EMERGENCIES DO NOT OCCUR EVERY DAY** or even once a week, even right after lunch.

4. **Leaving the classroom:** Do not pack up or leave your seat until I dismiss the class. I will dismiss you; not the bell. Also, once class begins, no students are permitted to leave the classroom without permission under any circumstances. If you do leave the classroom for any reason, please sign-out and sign-in with time and destination noted. A clipboard with a log is by the door.
5. **Absences/Make-up Work:** Students can make up homework and tests for **excused** absences. It is your responsibility to make up any missing assignments **within two (2) days** of your return to school. When coming back from an absence, check the Google Classroom. There you will find what we did in class while you were absent, as well as electronic copies of any handouts. If after visiting this page, you still have questions and/or doubts, feel free to speak with me before or after school, **not during class time**. You are welcome to use the Media Center computers before or after school.
6. **Make-Up Tests/Projects:** If you are absent for a quiz or a test, **on your return** to school, you must schedule a time to make-up the test. **YOU MUST MAKE-UP A TEST WITHIN ONE WEEK OF THE ORIGINAL TEST DATE. It is your responsibility to contact me in order to make up a test. Also, papers and projects that were assigned a week or more prior to your absence will still be due on the assigned due date regardless of whether you are in school. If you are absent on such a date, it is your responsibility to submit the paper or project via email, Google Classroom, or by having someone deliver your work to school on the due date.**
7. **Homework/Assignments:** When entering the classroom, place any homework assignment in the appropriate bin located on the table in the back of the room. Please regularly check the crate for your period to retrieve graded assignments being returned to students.

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## CONSEQUENCES

If you choose not to follow any of these behavior standards or class procedures, there will be consequences. Lower level disruptions or violations will be handled with a warning, parental contact and/or detention. Severe behaviors will warrant a referral to administration immediately. 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.

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## CONCLUSION

I would like to create a positive learning environment for all students in my classroom. Please feel free to contact me with any questions or concerns about the class or about a specific assignment. I look forward to a great year!

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