

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.*

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 agenda/planner, 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 floor is clear of obstacles.

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 the front of the room for any written or verbal instructions to begin your work. Warm-ups will count for 10 compliance points in every class period.*
- 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 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?

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|---|--|
| 1. On every unexcused tardy | Zero on bellringer (out of 10 points) |
| 2. On your second and every subsequent unexcused tardy in a semester | Parent Contact |
| 3. On your tenth unexcused tardy
In a semester | Referral |
| 4. On your fifteenth unexcused tardy
In a semester | Referral |

3. How is homework handled?

- Homework points are awarded as a compliance grade. The homework assignments are on mathxlforschool.com, mathnation, and the workbook. The homework is set up to allow you multiple chances to gain an understanding of concepts and therefore earn the full 20 points.
- Homework assignments are posted in google classroom. If you forget your assignment or are absent that day this allows you to stay up-to-date.
- It is your responsibility to find out what notes and homework assignments you have missed due to an absence.
- Homework will not be accepted late unless you have an excused absence.

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

- Tests and quizzes are to be made up after school. It is the student's responsibility to make an appointment to make up the test or quiz within 3 days. Please make arrangements before or after class. A missed make-up or failure to make up a test or quiz within the 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.
- **Make-ups and tutoring are available Monday-Thursday.**

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*. Just raise your hand.

Chances are someone else has the same question. If you are not comfortable asking your question out loud, please put your question on a post it and put it at the top left corner of your desk. I will walk around and get it so we can discuss it as a class.

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

I am available each day after school should you need extra help. No appointment is needed! 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 class as it takes away from our 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.

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, 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 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).

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|-------------------------------|--------------------------------------|
| 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 |

**PLEASE SIGN THE GOOGLE FORM TO ACKNOWLEDGE THE RECEIPT AND REVIEW OF
CLASSROOM MANAGEMENT DOCUMENT.**