

Ms. Ochs's Classroom

POLICIES AND PROCEDURES

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259-3777

MANAGING THE CLASSROOM ENVIRONMENT

I. 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. *Take responsibility 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.*

II. CLASS PROCEDURES

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

1. **Entering the classroom:** You are to enter the classroom quietly and be in your seat when the bell rings. Look to the board for notes and to review the lesson's learning goal.
2. **Bellringer:** Every class will begin with a bellringer. 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. Bellringers will count for 10 points compliance in every class period.

3. **Restroom/Water Fountain Use:** Please use them 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.
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.
5. **Absences Make-up Work:** Whether the absence is excused or unexcused, you can make up homework and tests. It is your responsibility to make up any missing assignments within three (3) days of your return to school. When coming back from an absence, check the teacher connection page on the school website. There you will find what we did in class while you were absent. 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:** If you are absent for a quiz or a test, come prepared to take it on your return to school. If you have been absent to school for several days and you feel that you are not prepared, please see me to schedule a make-up 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 or by having someone deliver your work to school on the due date.**
7. **Extra Handouts:** If you happen to lose your handout or you were absent, you should get one from the tray marked "Extra Copies." These extra copies will be classified according to their respective class and dated.
8. **Tardies and Late Arrivals:** 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?

- | | |
|---|--|
| 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 | Referral |

In a semester

9. **Tardies During Hall Sweeps:** In addition, periodic hall sweeps will be conducted. If a student is tardy to class and in the hallway after the late bell rings, he/she will spend the remainder of the school day assigned to in-school suspension.

III. CONSEQUENCES

If you fail to 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. 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.

CONTACT INFORMATION

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Geometry
Algebra 2
Pre-Calculus Honors
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**PLEASE SIGN THIS DOCUMENT WHERE INDICATED BELOW
AND RETURN IT TO THE TEACHER AS INSTRUCTED.**

My child and I have reviewed the 2019-2020 Classroom Management Plan for Lee Ann Ochs's class and understand the behavior standards, class procedures, and disciplinary consequences that will be applied in her classroom.

Date:

Student Name:
(Please Print)

Student Signature:

Parents Name:
(Please Print)

Parents Signature:

Please list below the preferred method of contact. By providing your email address you are giving me permission to contact you by email concerning your child. This is my preferred method of contact as I am not always available to speak to you during the school day but I can answer email quickly between classes, etc. If the matter is of a sensitive nature, I will contact you by email to ask when it would be possible to call you or to schedule a parent conference.

Please print your email address, home, work and cell phone numbers.

Parent E-mail:

Home Phone #:

Work Phone #:

Cell Phone #: