

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.*
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 out of sight. *Remember, electronic devices may only be used before and after school, and during lunch in the cafeteria. They may not be used in the hallways or classrooms.* Do not use your cell phone in class for ANY reason. 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 fingertip 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 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. 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?

- | | |
|---|---|
| 1. On every unexcused tardy | Zero on bell ringer (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 |

3. How is homework handled?

- Homework points are awarded as either a compliance or mastery grade (depending on the assignment). The majority of your homework assignments are on Mathxlforschool.com or in the textbook.
- Homework assignments are posted on the school website via the ‘Teacher Connection’ page and Google Classroom by the end of each school day. 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 submitted a day late will receive a maximum of 60%, 2 or more days late will earn 0%.

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. Please make arrangements before or after class. A missed appointment 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.

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.

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

SCHOOL WIDE VHS BEHAVIOR MANAGEMENT PLAN

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 cell phones, headphones, dress code , food/gum/candy/beverage, inappropriate display of affection, refusal to work, etc.*

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

1st Referral	Documentation of referral on behavior record and After School Detention
2nd Referral	Saturday School
3rd Referral	ISS - In School Suspension
4th Referral	ISS - In School Suspension
5th Referral	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.

**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 and Syllabus for Mrs. Ostrom's class (available on her teacher connection page) 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 #: _____

**Returning this document completed will also be a compliance assignment grade for
your child.**