***R-E-S-P-E-C-T! R-E-S-P-E-C-T! R-E-S-P-E-C-T!***

**Class Policies and Procedures**

**Ms. Woodcock**

**A. Note from the Instructor**

I will lead a respectful and disciplined classroom. To achieve this I have established a few simple policies. As a student, it is your responsibility to comply with these policies. If you decide not to comply, there will be logical consequences. By enforcing these policies, I promise to you fairness and order in our classroom.

**B. Class Policies**

**Bring a Book –** This is an English class. Always bring a book to class. Students will have independent reading and will be graded on having a book with them.

**Watch Your Mouth-** Students will exhibit courtesy and respect toward all other students at all times. Hateful comments concerning race, gender, sexuality, political views, appearance, or of any other type will not be tolerated; this applies to serious as well as "joking" comments.

**Do Not Say "Shut Up"-** To create a respectful atmosphere, this phrase has no place in school. Do not use it.

**No Bullying Allowed** – I will **NOT** tolerate any form of bullying verbally or physically. I will follow the schools bullying and harassment policy.

**Keep Your Hands to Yourself-** Physical contact of any kind is not permitted. Violation of this simple rule will be punished by the most severe consequences possible. No horse-playing!

**Stay in Your Seat-** Do not walk around during class unless directed to do so. Have everything you need ready before the bell rings. Do not get up during instruction, or during work periods without permission.

**Leave the Food at Home-** Students may not eat or drink in the classroom. This includes gum and candy. Closable containers of water are permitted.

**Nothing Goes Airborne-** Nothing will go airborne in class at any time. This includes pens, paper, and other students. Nothing.

**No Cell Phone Use** – There is no use of cell phones unless otherwise instructed by the teacher. Phones need to be turned off or on silent, and not seen by the teacher (meaning keep it in your locker or pocket, not on the desk, in your lap, or your hand). No pictures or videos are to be taken during class period.

**Chromebooks or Laptops** – These should only be out when instructed. Do not use it to aimlessly surf the web or look at inappropriate content. You will follow the county policies regarding proper use of the equipment.

**C. If YOU CHOOSE to Break a Rule:**

Punishments will always fit the crime. Of course there are behaviors that will warrant a Referral immediately. Examples of this include gross insubordination or violent behavior. Behaviors that are less severe, but in violation of the basic rules of the class will be dealt with in the manner described below. This format is in no way all inclusive and is subject to change:

**1st Incident** -- Warning

**2nd Incident** – Warning

**3rd Incident –** Warning

**4th Incident** – Phone call to the parent/guardian.

**5th Incident** – Detention and phone call to parent/guardian.

**6th Incident** – Referral to the office.

**D. Detentions**

Detentions will be served after school. One day notice will always be given. A specific date will be given and is subject to change at the discretion of the teacher.

**E. Tardies and Late Arrivals**

We will follow Lakeside High Schools policy for tardies. A Student who is not in the classroom when the bell sounds, is considered either late or tardy. A student is ***tardy*** if he/she arrives to class ***less than 10 minutes*** after the bell. A student is marked ***absent*** if he arrives ***without a pass*** and ***10 or minutes*** after the bell. Tardy and Late students need to sign-in at the clipboard by the door, and are not to disrupt the class. Late students need to leave their passes with the clipboard.

**F. Academic Honesty**

It is expected that students will use genuine, sincere, and fair means for the accomplishment of the tests, tasks, or projects from which evaluations of progress shall be determined. Students found plagiarizing, copying or cheating in any way will receive automatic zeros and have phone calls made to their parents. In addition, a write-up of the incident will be given to the student's counselor. Flagrant or repeated offenses will result in a failing grade for the quarter or semester depending on the nature of the incident.

**G. Attendance**

If a student has an excused absence from class he or she is responsible for the assignments/ homework that missed. The student has as many days as he or she was absent to make-up the assignments.

It is up to the student to check the folder for any handouts that were missed and to get notes outside of class from a classmate, do ***NOT*** ask the teacher. Zeroes will be given if a student fails to make-up work within an acceptable time frame. Unexcused absences void all make-up privileges.

**H. Late Work**

Late/missing work ***due to absences*** submitted within the allowed make-up time will be eligible for 100% credit. Late/missing work submitted outside make-up time within the same 4.5wk period will be eligible for 75% credit. Late/missing work submitted outside the original 4.5wk period will be eligible for 50% credit.

**I. Make-Up Tests**

If a student has an excused absence for a test day, he may arrange a make-up. Arranging a make-up requires signing in with the instructor. A missed make-up appointment without notice will result in a zero.

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**Class Procedures**

**Ms. Woodcock**

**A. Note from the Instructor**

As an instructor, I pride myself on an efficient and smooth running classroom. To achieve this I have established a few simple procedures. As a student, it is your responsibility to learn and perform these procedures. Through these procedures, I promise to you a more organized and effective learning experience.

**B. Most Common Procedures**

**Entering the Classroom**

You are to enter the classroom without screaming, running or otherwise causing a ruckus. Students who do not do this will be asked to leave the room and reenter as expected. It is expected that as soon as you enter you first go to the center table and pickup any handouts or hand in homework in the appropriate tray. You should then get anything you need around the room (pencil sharpening, tissue, etc.). Once seated, check the front screen for the day's bellwork. You should also check the side boards for the day's assignment or instruction (write it down so you don't forget). You can also use this time to briefly speak with me or make an appointment to make-up a test or get extra help.

**Bellwork**

Every day will begin with bellwork. You will find the bellwork on the front screen. Most bellwork will involve journal writing regarding what you have read on your own or in class, questions dealing with readings or the theme of our unit, to fill out a form, a grammar or vocab exercise, etc. Bellwork is ***required***.

**Picking up Materials for Day**

Any handouts that you will need on a given day will be found on the table at the front of the room. If you arrive late and picking up the handouts will cause a distraction, sign-in, go to your seat, and raise your hand when it is appropriate to do so.

**Handing In Homework**

***Homework is due as soon as you walk into class!*** If there is an assignment that you need to hand in, place it in the tray marked with your correct class period. Do not attempt to complete the work during in class after I’ve already collected work or it will be penalized. Homework received after class has started will be considered late and treated as being turned in late.

**Arriving Late**

When you enter the room late (with or without a pass) you need not disturb the class. Simply sign your name and the appropriate information on the clipboard by the door. Print clearly and sign only your name. Signing a name other that your own will result in immediate referral to administration. If you must speak with me, sign-in, go to your seat, and raise your hand when it is appropriate to do so.

**Leaving the Classroom**

You’ve heard the saying, “The bell does not dismiss the class, I do.” Do not pack up until I dismiss the class. I will give you time to pack up before the bell rings. Do not leave your seats until I dismiss the class. **Do NOT crowd around the door or stand around before the bell rings.**

**Absences**

On the day you return from an absence you should arrive early to class. The first thing to do is check the folder for your class period, and then find the day that you missed. In the folder, you will find any handouts with your name on it.

**Extra Handouts**

If you need a handout, because you were absent or just lost your first one, go to the appropriate folder. Do not ask me for handouts, go straight to the folder.

**Make-Up Tests**

If you are absent for a test day (not the day before a test) you will have to arrange for a make-up test. Make these appointments before class begins, after class, or during office hours.

**Using the Bathroom**

The bathroom may only be used in emergencies. You will be given **four (4) bathroom passes** to use at your discretion for the semester. You will not be given any more once you run out. Any pass left at the end of the semester will be worth ***bonus points***. Passes are nontransferable and cannot be copied. If anyone does so, they will lose any bathroom privileges for the semester.

***\*\*Procedures may be changed or added by the instructor. All procedures will be thoroughly rehearsed as a class.\*\****