

## Rules and Procedures for Secondary English Class

### Attendance

Attendance and tardy policies follow the guidelines established by the school administration. The teacher will take attendance silently while students are completing daily bellwork. Class begins at the bell, not after. Please note the distinction.

### Entering class and beginning work

Students should enter the classroom in a respectful manner, and be ready to learn. Class begins at the bell, at which time students should be in their seats, completing assigned bellwork. ***Bellwork assignment and relevant information will be displayed daily on the board.*** This procedure is to guide you immediately upon coming to class. You should not have to ask me what you are supposed to be doing. It will be clearly indicated in a consistent place each day. You will soon get into the habit.

A set time will be given in which to complete bellwork/focus activity. Lowest bellwork grade can be dropped.

### Bathroom/water fountain

Bathroom breaks during class are not allowed. Make every effort to go between classes. However, emergencies do happen and to accommodate, students will be given two bathroom passes at the start of the semester for such instances. More than two passes are not allowed without a doctor's note. Students should simply hold up the bathroom pass, which I will collect silently before they leave the room. Do not abuse this privilege by staying out of class for an unreasonable amount of time. I expect bathroom breaks to be quick (no more than 5 minutes). If this is a problem, the procedure may be revised to your disadvantage or eliminated. Unused bathroom passes may be returned to me at the end of the term for extra credit points.

### Books and Supplies

Students are expected to come to class prepared, i.e. students should have paper, usable pens, sharpened pencils, etc. Textbooks will be assigned to each student. A small library will be maintained in the classroom, but students are responsible for keeping assigned materials in good condition and bringing them to class. If texts are damaged or lost, a student should make an appointment with me to discuss the reasons and how to obtain a replacement. If a student forgets to bring a text, one will be available in the class library.

What you will need:

- 1 A binder and filler paper for class work
- 2 Two pens
- 3 One folder with pockets
- 4 A ready-to-succeed attitude (bring to class every day)

**Homework/Passing in and receiving papers** - Students will be assigned individual folders in which they will place their homework and papers to be turned and graded. Graded papers will be returned in the same manner, unless we will be going over it in class. In this case, I will ask you to keep your homework upon entering class. Work is to be turned in prior to beginning bellwork.

Homework is necessary to learn what is being taught in class. Please do it. Late work will lose 10 points per day that it is late. If I am informed in advance of an absence (and it is a good reason) or if you provide a doctor's note, there will be no penalty for late work. If you are consistently failing to turn in homework, then we will have a conference to which your parents will be invited as guests.

### **Classroom Movement**

Movement in class is disruptive both to other students and myself. You will not be using pencils, so there will be no need to sharpen them. Please keep any trash to yourself until class adjourns, at which time you can throw it away on your way out of the classroom. If a student needs to borrow any materials, upon request and teacher permission, you may pass it to them via those students who are closest to you. There will be some group activities wherein I will ask you to move to a different seat, depending upon desk arrangement.

### **Test/quizzes**

As you probably know, tests/quizzes will be taken individually. There will be no consultation with other students, e.g. no cheating. If it is determined that you have cheated on a test/quiz, you will be given a grade of 0. It will be at my discretion to allow you to take an alternate test/quiz for reduced credit.

During tests, the class should be quiet. Disruptions or noise will not be tolerated because this is disrespectful both to yourself and other students in class. If you come in late for a test, you will still have the remaining time in which to take it and no longer. Please come to me to receive your test upon entering the room, if you are late.

Time management is hard and something we should always be working on. You will be given a period of time in which to take a test. This will be good practice for the end of course standardized testing. If you do not finish the test during the class period, then please pass in what you have done anyway. You will be allowed to drop your lowest test grade. If you have a persistent problem with finishing your test in time, please make an appointment to talk to me.

### **Proper Heading on Written Assignments**

This is easy. Please use the following heading on *all* papers in my class. I will not track you down for any missing information. This heading is worth one point on all

papers to be graded. Plus, if you happen to lose any paperwork, it can easily be returned to you with the given information.

*(Left-hand side)*

**Your name:**

**Class:**

**Teacher Name:**

**Date:**

### **Finishing Work Early**

You will be working hard in my class. Do not expect a lot of free time. However, on the very rare occasion that you should finish your work early, I expect you to either: 1) begin reading that night's homework (a very good use of time), or 2) work on your free topic research paper that will be due at the end of the term. It is your choice.

### **Speaking in Class**

This is an important procedure, to which I expect all students to adhere. I welcome discussion in my class, but one student at a time will speak for clarity's sake. Please raise your hand in answer to any questions posed or to ask something or comment. No side conversations are allowed while someone else is speaking. If you engage in side conversations, please be prepared to share your conversation with the class at that time or with me afterward. Again, there is no talking during tests/quizzes.

### **Getting my Attention**

Finally, to get my attention, simply raise your hand. It is not necessary to create a windmill by flagging me down. You can call my name if I do not see your hand. To request a bathroom break, please hold your pass in the air so that I can see it and acknowledge it silently by taking it. I am accessible and approachable. During group work or individual seat work, you may come to me at my desk. During my direct instruction time (when I am speaking to the class as a whole), please do not approach, but raise your hand only.