

Rules, Procedures, and Consequences

Rules

1. Respect and be polite to others
2. Respect property
3. Be Responsible
4. Raise your hand for permission to speak

What the rules mean:

Respecting others and being polite to others means that you:

- keep hands, feet, and objects to yourself
- keep your cell phone turned off and in your backpack
- speak kindly to classmates
- never insult classmates or call names
- never use inappropriate or vulgar language
- follow directions
- be ready to learn once the bell rings
- follow all school rules

Respecting property means that you:

- do not touch things in my desk and other classmates' desks
- do not steal
- keep the classroom neat
- take care of school property
- recycle

Being responsible means that you:

- come to class on time
- bring all materials to class
- turn in homework on time
- complete all assignments for this class
- if you know that you will be absent, let me know and complete all make-up work

Consequences

1. If you choose to violate a rule, you will get a “one” count
2. The second offence gets a “two” count
3. The third offence gets a “three” count
 - You will sit in the designated desk for 15 minutes
 - Your home will be called
 - You may be sent to the office
 - Other penalties may be determined based on the offense
4. A severe disruption will be an automatic “three” count.
5. Any offense of a school rule (for example, cell phone use, absences) will be handled according to the school policy

Procedures

- What do I bring to class?
 - Textbook
 - Binder
 - Notes
 - Neatly completed homework in the correct format with correct header
 - Pencils and erasers
 - Laptop
- What do I **not** bring to class?
 - Food or drinks
 - Cell phone (if you do, it must be off and in your backpack)
 - Anything violating school rules
- What do I do if I am tardy?
 - Notify the office
 - Walk into the classroom quietly
 - You may lose points for in-class assignments
 - After class, ask me or a friend what you missed and do any make-up assignments
- What do I do if I am absent?
 - If you know that you will be absent, let me know in advance to get assignments
 - Notify the office
 - There are **no make up tests** so you may not have an absence on a test day (one test will be dropped each grading period, you will receive a score of 0 on the test but it may be dropped). The only exception will require a doctor’s note with the doctor’s phone number and reason for absence.
 - Homework will be posted on the class website (use the school computer lab or a library computer if you do not have internet access at home)
 - You may ask one of your classmates for the assignment

- What do I do when the bell rings for class to start?
Your backpack will be put away
Your neatly completed homework will be in the homework basket
Any graded assignments will be on the table for you to pick up
You will be seated quietly at your assigned seat
Your notes, textbook, and any materials are on your desk and ready
Look at the board for instructions on what you are to work on
- What do I do if I hear an emergency alert?
Stay calm and quiet
Follow the emergency procedures that the school provides
I will notify you of any planned emergency procedure rehearsals
- What do I do if my pencil breaks?
Use another pencil if you have more than one
Check the supply basket to see if there is another pencil you can use
Raise hand to request to sharpen your pencil
- What do I do if I finish my class work early?
You may work on the homework assignment posted on the board
You may not waste time or work on assignments for other classes
- What do I do if I have a question?
Wait for an appropriate time to raise your hand
Raise your hand politely and quietly
Wait to be called on by the teacher
- What do I do if I need to go to the restroom?
You must use the restroom between classes
If it is an emergency, you will need to use your emergency restroom pass
Raise your hand quietly and wait to be dismissed to the restroom
You will be given one and only one emergency restroom pass each month
If you have a medical condition where you may need to use the restroom, you need to bring a note to me signed by your doctor with the doctor's phone number
- What do I do when the bell rings to leave class?
Sit quietly in your seat until I dismiss you
When dismissed, gather all of your belongings
Line up at the door and quietly exit in a single file line

Explanation

The rules, consequences, and procedures are designed to maintain an orderly classroom where students feel safe and are able to learn. What I require from students is clearly stated so students will know what to expect from me and the class.