

# Class Procedures

## Dr. Moss

Our job at Monarch High is to prepare you for your future. Your job is to prepare yourself for the future. Success at anything doesn't come without hard work. Be prepared to be respectful of my goals to lead to your success, work hard in this class and we will both benefit.

### Cooperation- Be Respectful of School Guidelines

1. Come to class on time, quietly and take assigned seat.
2. Complete class work in the allotted time.
3. Be prepared with 2 each blue and black pens, paper and pencils and colored pencils, loose leaf notebook.
4. Wear student ID badge at all times
5. Start daily assignment on board as soon as seated
6. Do not chew gum, eat or drink in class
7. Do not use Ipods, games or cell phone in class
8. Backpacks, Book-bags, and Purses must be kept on under the desk or on the floor. They may not be kept on your desk, on your lap or on your back.
9. Use appropriate language at all times.
10. Respect your classmate's, the teacher and school property.
11. Wait to be dismissed by the teacher at the end of the period.
12. Raise your hand and wait to be recognized by the teacher in order to speak in class.
13. Raise your hand and get permission before getting out of your seat.
14. Sleeping during class will not be tolerated!

### Absences

- 1) It is your responsibility to make up any missed work.
- 2) You must obtain the work from one of your peers or my folders in class.

### Passes for Leaving Class

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- 1) You need to be in the classroom to receive the maximum benefit of our work. And, students coming and going from class disturbs other students who are trying to work. I monitor your requests for passes very carefully, and I will contact home if your requests are excessive. I recommend visiting the bathroom BEFORE or AFTER class.
- 2) I will not give a pass until 10 minutes after class begins or 10 minutes before the end of class.
- 3) You may not go to the bathroom when you are taking a quiz or test.
- 4) Passes will be readily given to the clinic if you are ill or have a physical injury.

# **Class Procedures**

## **Dr. Moss**

### **Cheating**

Cheating includes copying someone else's work, allowing your work to be copied, and working together when not given permission to do so by the teacher . Both students will receive a 0 on the work. Additional disciplinary action will be taken in accordance with the Student Code of Conduct.

### **Consequences for failure to follow guidelines**

Hopefully, we will not have to address this issue. However, you must serve detentions or you will receive two detentions. If those are not served, I will have to write a referral.

- 1) Verbal or nonverbal warning (cue)
- 2) Parent or guardian contact
- 3) Detentions
- 4) Administrative referral

### **Emergency Procedures**

- For evacuations, you need to exit the classroom and building in an orderly fashion and follow classroom guidelines for emergency location. This is very important for your safety, so if you do not stay with the class, you will receive a detention.
- For Code Red, you must remain quietly in the corner of the room away from sight of the door. This is for your own safety, so I will give a detention for failure to follow the rules.

### **Grading**

#### **Each item will be worth 100**

- A. Classwork/Participation
- B. Tests/Quizzes
- C. Homework/Notebook
- D. Projects/Assignments

#### **Grading Scale\***

- |   |             |
|---|-------------|
| A | 90-100      |
| B | 80-89       |
| C | 70-79       |
| D | 60-69       |
| F | 59 or below |

# Class Procedures

## Dr. Moss

### Absences/Missed Work

- Missed assignments will be posted on the front board of the classroom and materials will be in a folder.
- Assignments and homework projects must be turned in within the time frame allotted by the school district. It is your responsibility to check these sources for what you missed.

### Late Work

- Turn in assignments on time to avoid receiving a zero.
- \* Each day an assignment is late 10% will be taken off when graded.
- Once the assignment has been graded and returned to students, make up assignments I will not accept makeup work.

I have reviewed and fully understand the guidelines for Dr. Moss' class.

STUDENT NAME (PRINT) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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## Dr. Moss

### EMERGENCY CONTACT INFORMATION SHEET

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

PARENT'S LAST NAME(S) \_\_\_\_\_

STUDENT ADDRESS \_\_\_\_\_

NUMBER & STREET

CITY

ALTERNATE ADDRESS \_\_\_\_\_

NUMBER & STREET

CITY

E-MAIL ADDRESS \_\_\_\_\_

PHONE NUMBERS:

HOME: \_\_\_\_\_ PARENT/GUARDIAN

\_\_\_\_\_ PARENT/GUARDIAN

CELL: \_\_\_\_\_ PARENT/GUARDIAN

\_\_\_\_\_ PARENT/GUARDIAN

WORK: \_\_\_\_\_ PARENT/GUARDIAN

\_\_\_\_\_ PARENT/GUARDIAN