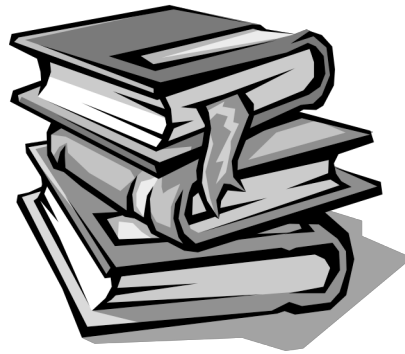


English Classroom Guidelines

Ms. Wicht, Room 214



Classroom Rules

Be respectful of everyone and everything in the classroom.

Be in your assigned seat and ready to work when the bell rings.

Come to class prepared to work. Bring all necessary materials daily.

Keep your hands, feet and objects to yourself.

Follow directions the first time they are given.

Consequences

Warning, call home and/or detention, referral, drop in class participation grade. See Discipline Handbook for details.

Rewards

Praise, positive comment home, alternative seating, whole-class “perk”, the joy of learning

Classroom Procedures

All students will be held to the Monarch HS policies. Read your handbook.

At the start of the Period – Be in your assigned seat and prepared to work on your warm-up. Work quietly and independently.

Dismissal at the end of the Period – You are to remain in your seat until I dismiss the class. The bell is a reminder to me that class time is completed. I will dismiss the class.

If you are Tardy – You will be marked Tardy Unexcused (unless you have a pass) in accordance with Monarch High School’s Tardy Procedure.

If you are Absent - You are responsible for all assignments and work completed during any absence. Check the website and “while you were out board.” If you need additional help, please see me immediately after class. Test make-up will be after or before school ONLY. Please let me know when you plan to attend.

Leaving the Classroom – If you must absolutely leave the room, secure permission and get a PASS. When you return rejoin the class quietly.

During Presentations – You are expected to be a good audience (respectful) at all times.

If you need my Attention DURING QUIET OR GROUP WORK TIME – Raise your hand and WAIT for me to respond.

If you need Paper or Pencil/Pen – Arrange to receive these materials from another student or me BEFORE class begins.

If you need to Sharpen your Pencil – Hold the pencil up and wait for me to respond to you.

Passing/Turning in Papers – Pass the papers across the rows in the appropriate direction, right or left, to the opposite side of the room. Do not look at other student's work. Pass the papers quietly and in an orderly fashion.

Indicating Understanding – When prompted to respond to whether you understand a concept or procedure in class, please nod or quietly respond with “yes.”

If you need further Clarification or Explanation – Raise your hand and wait to be recognized.

During an Evacuation Procedure – Leave all books and bags in the room. Proceed to the emergency exit and move directly to the assigned area to the WEST of the school. It is marked on the pavement with the #214. You must stay with the class.

Keeping your Data Organized – Your notebook must be brought to each class meeting. It should be orderly and up-to-date. For organization of your digital material use your school online storage and/or a disc on key. Do NOT use the computer's hard drive.

If you require Additional Help – You may make an appointment for additional help AFTER class. Interruption of class to schedule an appointment is not acceptable.

Progress Reports – You will receive official progress reports at interims and at the end of the quarter. If you require additional information, access your Virtual Counselor online.

Personal Items – Any personal items, purses, book bags, etc., should be kept on the floor under your desk or hanging from the back of your chair. Do not place them in the aisles or on your desk. Personal electronics may only be used when class activities permit. Ask if you are not sure. No cell phones are permitted at any time.

Identification Badges – Students are required to be in possession of their IDs when on the Monarch High School campus. When asked by a staff member, a student must show their ID. Inability to do so will result in disciplinary action. Students will need IDs to check out textbooks.

Computer Usage – Most tests for this class are on QUIA. Students are expected to follow Monarch Computer Usage policies. Use only your assigned computer and report any problems with your assigned computer to the teacher immediately.

Grading Procedure

Each assignment, evaluation, or presentation will be assigned points based on its weight. Your EARNED points will be added together and divided by the total number of possible points. This will give you a percentage.

Be sure to check Pinnacle often to be sure that “all is well” with your grade. Students are expected to makeup all work missed in order to “keep up” with the class.

Do not wait until the last minute to makeup work, as it will not be accepted! Makeup all work in a timely fashion. County policy allows two days for each day absent (excused) to makeup work. Students should makeup tests before or after school. Please let me know when you are planning to stay so that I may be there to assist you.