**Classroom Expectations and Procedures**

**English 9 and 10**

**Mrs. Cole**

**Students are expected to:**

* Be on time
* Be prepared for class, getting a pen/pencil
* Raise their hand to be acknowledged before speaking- it is respectful
* Remain in a seat at all times: one person per seat and no standing at the door for the bell
* Follow directions the first time they are given
* Complete all assignments on time
* Remain attentive and on task
* Do their own work, cheating will not be tolerated and will result in a zero
* Refrain from using vulgar or inappropriate language
* Respect yourself and respect others

**Consequences for failing to meet expectations**

* First offense- Verbal Warning
* Second offense- Loss of Daily Grade
* Third offense- Lunch Detention
* Fourth offense- Lunch Detention x2
* Fifth offense- Principals office + Lunch Detention x3 (once you get to this level of detentions, you will continue to get 3 detentions for each offense.)
	+ Inappropriate/bad behavior and breaking the rules will not be tolerated
	+ If you are bad for a sub and they recommend lunch detention days, your days will be double upon my return

**General English Classroom Procedures**

1. No student is permitted behind Mrs. Cole’s desk. Pretend there in a line extending past the desk. This is a NO GO zone. Please respect this.
2. You are not permitted to touch or go in the closets, cabinets, touch Mrs. Cole’s stuff.
3. *Reminder:* ***AR*** is worth **5%** of your grade in my class. You are to read 1 book per nine weeks within your ZPD and take an AR test. If you get say a 30% on the test and AR for the nine weeks is worth 24 points (5%) of the class, I will take 30% of 24 points and you would earn a 7/24 for the nine weeks. Everything we/you do in class is worth something, even if it is considered failing.
4. *Per your handbook*: Waynesburg Central High School does not permit students to use cell phones, beepers or PLD’s Between 7:30 AM & 3:00 PM. If a student is caught using a beeper, cell phone or PLD after 7:30 AM, it will be confiscated, the student will receive disciplinary action and the parent or guardian must pick up the item after school. A student refusing to turn over his/her cell phone/electronic device will receive disciplinary action deemed appropriate by the administration. In addition, students abusing this policy excessively will receive OSS. The school district is not responsible for listening devices, cell phones, or any other electronic device stolen from unlocked lockers. The administration reserves the right to refer any incident of disruptive behavior to the District Justice for the appropriate criminal charges to be filed.
5. No food or drinks. Please put all food and drinks on the back table and retrieve them when class ends.
6. Unless I give you permission, you may not write on the chalkboard, dry erase, or smart board.
7. Students are to keep all notes and assignments in their classroom folder for their designated class. Folders are to never leave the classroom unless Mrs. Cole says otherwise. Writing on folders is not permitted. Only Mrs. Cole will give students their folders and put them away.
8. Daily class attendance is important. Learning activities will take place in class every day. Students are responsible for all notes, assignments, and tests. Students that are absent are expected to make-up assignments in a timely fashion. If a student is absent on the day of a quiz or test, the student is expected to take the exam upon returning to school.
9. Students can earn 2 points each day they are present, on time, and remain on task in class. Students that are late for class only earn 1 point (unless you have a note from another teacher, guidance counselor, or administrator). Students that have an unexcused absent, cause a classroom disturbance, or sleeps in class do not earn any daily points. It is crucial you are in school since daily points are part of your grade.
10. Homework: When homework is assigned, students are expected to do their own homework. Homework will be written on the dry erase board daily. Homework that is not turned in on the due date is considered late and will receive half credit when turned in. Any copied homework will automatically receive a zero and cannot be made up. The only homework I really give is studying, so please study. Your grade is very important.
	* Remember, in the end, if you are at a 59.4 failing, a 5/10 will help you more than a 0/10 to achieve a 60 passing grade. Unless extra credit is given, I will not give extra credit at the end of the nine weeks or semester to help raise a grade. Work hard through each nine weeks and it will show in your grade.
11. If you are absent, see Mrs. Cole immediately at the beginning of the period for any missed work. It is your responsibility to make up any missed work if you miss class. How many ever days of school you miss, that is how many days you will receive to turn in the work, after that your work is considered late.
12. Students are not permitted to leave the classroom without the teacher’s permission. Students leaving class to go to the office, nurse, or to guidance are required to have a written pass. Students should sign out on the sign out sheet, stating time out and destination. Students should sign in the time upon their return. If you do not follow the produces of signing out and in, you will lose the privilege of using the pass.
	* You will have 9 passes per nine week period. At the end of the 9 weeks, any unused passes will be counted as bonus points. I may not give many opportunities for bonus points, so please use the passes if you really need to. You may not disrupt class to ask for a pass, it will be my discretion if you may go at that time. Do not get angry, it may be bad timing during the class. If you get angry, you will not be permitted to leave at all. After your 9 passes run out, you may not leave the class.
13. If you need to borrow a pencil from Mrs. Cole, you have to ask. They are golf pencils with erasers on them. You must return the pencil(s) to Mrs. Cole at the end of the period.
14. Students are to respect the property in the classroom from the desks, chairs, computers, walls, books, etc. Any student caught being destructive to anything in the classroom will result in a discipline referral to the office and lunch detention(s).
15. In the event of Mrs. Cole’s absence, all classroom expectations and procedures are still to be followed and the substitute teacher is to be treated with respect and dignity. Assignments given by the substitute are to be completed and turned in at the end of the period, as they will be graded upon Mrs. Cole’s return. Refusal to complete assignments will result in a zero grade and there will not be an opportunity to make the work up.
16. *Reminder from your handbook*:
	* If a student accumulates eight (8) detentions during a semester, student will be suspended for one (1) day.
	* After 16 lunch detentions during a semester, the student will be suspended for a second day and a meeting with the superintendent will be scheduled.
17. Students will treat one another and their property with respect and dignity. Zero tolerance for bullying.
18. This list should be considered a guideline for expectations and procedures in Mrs. Cole’s class at Waynesburg Central High School. This list is not totally inclusive and may be added to in order to maintain a safe and orderly learning environment. Remember all school rules and procedures are in effect in the classroom in addition to my classroom rules.
19. Have fun, ask questions, and do your very best!



**“Believe you can and you're halfway there.”**

**Theodore Roosevelt**

  **R**espect

 **A**ccountability

 **I**ntegrity

 **D**edication

 **E**xcellence

 **R**esponsibility

**By signing below I have read the expectations and procedures for Mrs. Cole’s classroom. Even if I don’t agree to the expectations and procedures, I will follow and respect them. If I don’t adhere to the expectations and procedures, I am aware of any discipline that may occur in the classroom such as detention, a phone call home, or being sent to the office.**

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**Student Print**

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**Student Sign**

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**Parent Print**

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**Parent Sign**