Classroom Rules and Procedures

The following describes the rules I plan to implement in my classroom. As part of my philosophy, keeping a safe environment in the class is perhaps the most essential part of teaching. Managing disruptive behavior is the key to keeping my classroom safe for everyone. Respect and responsibility are the two main components of my classroom management plan highlighted through the rules. The other procedures and guidelines will help the class run smoothly so that we can focus on learning.
Miss Stephens’ Rules for the English Classroom

1. Treat everyone in the class with respect at all times. This is a positive, safe environment for all.
2. Treat other’s things with respect. Failure to comply with 1 and 2 will result in detention.
3. Come to class prepared. Bring your pencil, notebook, and textbook/novel to class every day. If you are unprepared more for more than 5 classes, you will serve detention. Having materials is necessary to learning.
4. Be engaged in class every day. This means when someone is speaking, there should be active listening.

Procedures

a. Absences:
   If you are absent from class, you must turn in homework upon your return, unless you specifically talk to me about this and have a valid reason for needing extra time, otherwise it is late (see d.)

b. Tardies:
   A student is considered tardy if they are not in the classroom when the bell rings. Without a pass, the student will be marked as Tardy. More than 3 Tardies, as stated in the school policy, will result in a detention.

c. Leaving Class:
   Students must use a pass out of their assignment books every time they leave the classroom. This is per school policy.

d. Late Work:
   The student will receive one grade dock for each day an assignment is late. Ex. 1 day late takes an A to a B, 3 days late takes an A to a C.

e. Group Work:
   The desks in the classroom are arranged to facilitate group work. During group work all students need to contribute and work cooperatively.

f. Communication with Parents:
   I will be contacting parents throughout the semester as a means of communicating and working together to give the students the best opportunity to learn and thrive in the classroom.
Grading System:

Homework: 20%

Class Participation (Group Work): 30 %

Quizzes and Worksheets: 25%

Tests: 25%

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>100%</td>
</tr>
<tr>
<td>A</td>
<td>93%-99%</td>
</tr>
<tr>
<td>A-</td>
<td>90%-92%</td>
</tr>
<tr>
<td>B+</td>
<td>89%</td>
</tr>
<tr>
<td>B</td>
<td>83-88%</td>
</tr>
<tr>
<td>B-</td>
<td>80%-82%</td>
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<tr>
<td>C+</td>
<td>79%</td>
</tr>
<tr>
<td>C</td>
<td>73-78%</td>
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<tr>
<td>C-</td>
<td>70%-72%</td>
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<tr>
<td>D+</td>
<td>69%</td>
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<tr>
<td>D</td>
<td>63%-68%</td>
</tr>
<tr>
<td>D-</td>
<td>60%-62%</td>
</tr>
<tr>
<td>F</td>
<td>59%</td>
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</tbody>
</table>

Please sign and return in 7 days.

Student Signature:___________________________ Date:___________________

Parent Signature:___________________________ Date:___________________

Parent Contact Information (Please include both if you can)

Phone number:____________________________

E-mail:_____________________________
Classroom Rules and Procedures

Rules:
1. Treat everyone and everything with RESPECT.

2. Be RESPONSIBLE for yourself. Make sure you bring all materials to class.

3. Work cooperatively with one another and be involved in class activities

Procedures:
• Absences:
  If you are absent from class, you must turn in homework when you return unless you speak to me.

• Tardies:
  A student is considered tardy if they are not in the classroom when the bell rings without a pass.

• Leaving Class:
  Students must use a pass out of their assignment books every time they leave the classroom.

• Late Work:
  The student will receive one grade dock for each day an assignment is late.

• Group Work:
  During group work all students need to contribute and work cooperatively.