

# Mrs. Miller's Expectations

## Rules:

1. Be courteous.
2. Be prepared.
3. Be on time.
4. Follow all policies and procedures.
5. Always do your best!

Demonstrate Good Character Traits	
1. Trustworthiness	4. Fairness
2. Respect	5. Caring/Compassion
3. Responsibility	6. Citizenship

## Classroom Guidelines:

- Be on time and wear student ID badges around neck at all times.
- Students are responsible for completing all eLearning assignments.
- No gum, food, drinks, etc. around computers in my classroom.
- Dismissal-Remain seated until the teacher dismisses the class.
- Students need to be in their seats and quiet when the tardy bell rings. Students will be marked tardy if they are not in their seats when the tardy bell rings.
- Sit in assigned seats daily and begin working on assigned work on computer.
- Sit in chairs appropriately.
- Bring all materials to class and have them available when the bell rings.
- Keep work area neat and put away all items appropriately underneath your table.
- Put away all electronic devices such as cell phones, iPads, iPods, etc. in the classroom unless asked to use device.
- No hats and/or hoods can be worn in classroom
- Charge phones on charging dock in middle of classroom not at your computers.
- Work continuously and turn in work in a timely manner.
- Listen to instructions and follow directions the first time they are given.
- Please raise your hand and be recognized by the teacher before asking questions.
- Please ask for permission at all times to get out of your seat for any reason and ask permission to leave the classroom.
- Internet should be used for classroom assignments *only*.
- Headphones should remain in classroom and should not be on a student's head until individual activity. If allowed students can listen to YouTube music; however, students are not allowed to use their phone or ear buds to listen to music.
- Do not change screen savers, backgrounds, settings, etc.

- Students are responsible for your assigned textbook(s).
- Demonstrate a positive attitude and respect your classmates and teacher.
- Keep hands, feet, objects, and unnecessary comments to yourself (no horse playing).
- Cheating and plagiarism will not be tolerated. Students will automatically receive a zero for any assignment that is copied. Parents will be contacted as outlined in the Handbook.
- District rules will be enforced. Follow all procedures and policies as outlined in the Handbook.

## **Classroom Procedures:**

### **How to enter the room:**

1. Student enters the room quietly.
2. Student walks to his/her assigned seat and logs into their computer.
3. Students will need to make sure he or she is logged into Schoology and Office 365.
4. Place materials (books, pencils, binder, etc.) on table or beneath table. Pencils should be sharpened at this time before class starts.

### **Getting classes attention:**

- Teacher will stand at the front of class and will wait for everyone to be quiet.

### **Turning in homework assignments:**

- Students will not typically be assigned homework in this class. However, if classwork is not submitted during class then the student's classwork should be completed as homework.

### **Turning in class assignments:**

- Students will raise their hand for help with assignments. All daily assignments and projects are submitted in Schoology. Students should review Daily Agenda and work on each assigned task in Schoology. Classwork and projects not submitted will result in a zero until submitted. Students are given until the end of week to submit missing assignments. Assignments are graded after they are submitted. Therefore, if you resubmit an assignment, you need to resubmit within an hour or send me a message to let me know you resubmitted. Make sure you review your work before submitting.

### **Finishing work early:**

- Student should always complete their e-learning assignments on careersafe.com. Students will be assigned an e-learning activity to be completed throughout the semester for a project grade.

**Schoology Assignments:**

- Students are expected to use netiquette when completing all assignments including discussions.

**Leaving your seat:**

- Student should remain in seats during class time. Students should not get out of seats for any reason when teacher or other students are speaking to class. Always raise your hand to have permission to leave your seat.

**Tardy:**

- Enter room quietly and students will be marked tardy if he or she is not in their seat when the tardy bell rings.
- Students will need to sign the tardy log when entering room after bell. District rules will be enforced for tardy. Follow all procedures and policies as outlined in the Handbook.

**Restroom/Water:**

- Student should do these things before class starts. Students should not ask teacher if he or she can go to the restroom when they enter the classroom. If student does have to use the restroom, students will need to provide a bathroom pass that is distributed on the first day of the semester. ***Only two bathroom passes will be given to each student every quarter.*** Please raise your hand to request to go to the restroom with pass. Students should *fill out* Hall Pass Slip on front table and hand slip to the teacher. Students should wait until he or she is working on group or individual activity before asking to go to the restroom. If student does not have pass, student will receive a zero at the end of the quarter. (Students may be excused in emergencies.)

**Trash:**

- Student should throw trash away prior to class and end of class. Please do not leave handouts in your area. Handouts should be placed in basket at front of classroom.

**Clean-up:**

- Students will be asked to use antibacterial when entering the room and students are provided disinfecting wipes to clean keyboard, mouse, and table each day.

Student should pick up trash around your area and push chairs under the desk before leaving.

**Scheduled Check Out:**

- Please let me know when as you enter the classroom if you are scheduled to check out.
- Quietly pack your materials and leave at the scheduled time or when called by the office.
- For emergencies, quickly get my attention and I will assist you.

**Absences:**

- Student must be in class for a minimum of 80 minutes to be counted as present.
- Student must complete makeup work missed within three days or receive a zero. Students will need to refer to the dated folder missed in Schoology to complete missing work.

**Attire:**

- Clothing for students should consist of normal school attire. Any clothing that promotes negativity or is considered a disruption to the learning process will not be tolerated. (Refer to Handbook)

**Class Dismissal:**

- Do not start packing up prior to the bell
- Wait until the teacher finishes and officially dismisses you.

**Extra Help:**

- Tutoring and extra help available as needed.

**Consequences for breaking rules:**

1<sup>st</sup> offense- Warning and documentation

2<sup>nd</sup> offense-Private meeting with student (Action Plan attached)

3<sup>rd</sup> offense-Parent/Guardian meeting (phone call, letter, email, note sent home, etc.)

4<sup>th</sup> offense- Guidance referral

5<sup>th</sup> offense- Administrative referral

\*Severe Disruptions-student will be sent immediately to office.

**Mrs. Miller's Action Plan (EXAMPLE)**

1. What's the problem occurring in class?
  
  
  
  
  
  
  
  
  
  
2. What's causing the problem? (Student will list factors.)
  
  
  
  
  
  
  
  
  
  
3. What plan will you use to solve the problem? (Student completes with parent/guardian.)

**Student Name (Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

