

Mr. Smith's Classroom Rules and Procedures

Rules

1. Listen and follow directions.
2. Raise your hand before speaking and leaving your seat.
3. Keep your hands and feet to yourself.
4. Respect your classmates and your teacher.

Procedure for Entering Class

1. Bring all necessary materials to class every day. These include a class binder/folder, pencil (or pen), and paper.
2. You will be considered tardy if you are not in the classroom and **in your seat quietly awaiting instruction** by the time the tardy bell rings. You may also receive a tardy if you fail to bring the necessary materials to class. Tardies will only be excused with a signed note from another teacher.
 - a. **Two unexcused tardies** in one week will result in a before or after school detention with Mr. Smith.
 - b. **Five or more unexcused tardies** in one quarter (9 weeks) will result in a before or after school detention with Mr. Smith.

Procedure for Class Dismissal

1. **The bell does NOT dismiss class.** You are to remain in your seat until the teacher dismisses class.
2. After you are dismissed by the teacher, you may leave the classroom quietly. If you have any lingering questions over that day's lesson, you may use this time to talk with the teacher.

Procedure for Turning in Assignments

1. In the upper-right-hand corner of each assignment, please write your name, class period, and date.
2. All in-class assignments should be placed in the silver tray on the student center desk by the end of the class period.
3. All homework assignments should be placed in the silver tray on the student center desk **before the end of your class period** on the day which they are due.
4. Late work will result in a zero or partial credit.

Procedure for Make-Up Work

1. Make-up work for absent students will be located in folders at the teacher's desk.
2. If you are absent, **it is your responsibility** to check with me if you have any make-up work. This should be done before or after class on the **first day you are back at school**.
3. You have the amount of days that you missed to turn in your make-up work. For example if you missed one day of school, you have one day after you return to turn in any make-up work. If you missed two days you will have two days after you return to make up any work. This applies to all assignments, **including tests**. Turning in work any later than this will result in a zero or partial credit.
4. Please turn in all make-up work to the silver tray on the student center desk and inform me that you have turned it in.

Procedure for Group Work

1. You will either be assigned to a group by the teacher or you will get to choose your own group partners.
2. After you have joined with your other group members, the entire group is to sit quietly while the teacher explains the instructions.
3. If the activity requires extra materials, **one person from each group is to collect all needed materials** for the entire group. Likewise, one person will be designated to put away all materials at the end of class.

Procedure for Using an Internet Device

1. You will be allowed to use an internet device (smartphone, tablet, laptop, etc...) as part of instructional activities provided they follow these simple guidelines:
 - a. You may only have your internet device out with the screen turned on when the teacher allows it for an instructional activity.
 - b. You are to remain on the appropriate website/app while participating in the instructional activity. **Do not post on social media.**
 - c. You are not to take any pictures with their internet device without the teacher's permission.
2. **Mr. Smith is not responsible for any lost, stolen, or damaged devices. You take on all responsibility when bringing your own device to class.**

Procedure for Checking Out a Laptop

1. If you do not own an internet device, or if you do not wish to bring it to class, you may check out a cart laptop.
2. You must write down your name and the number of the laptop you are checking out.
3. When directed by the teacher, you must put your laptop back into the correct spot in the cart, and **make sure it is plugged in to charge.**

Consequences

1. If you fail to follow any of the above rules and/or procedures above, one of the following actions will take place at the teacher's discretion:
 - a. A verbal warning to stop any inappropriate behavior.
 - b. Being asked to leave the classroom and sit in the hallway.
 - c. 25 or more of Mr. Smith's sentences to be turned in the next day.
 - d. An after school detention with Mr. Smith.
 - e. Being sent to the principal's office with a disciplinary referral.

*Mr. Smith reserves the right to change or add any rules and procedures in addition to the ones previously listed at any time during the school year.

I have read and understand all of the rules, procedures, and consequences for Mr. Smith's class.

Student Signature: _____ Date: _____

Students must individually read and sign these rules and procedures and turn in this form to Mr. Smith by 08/18/2017 for a five point grade.

If a student turns in this form with a parent/guardian signature, they will receive two bonus points.

Parents and guardians, please read over my classroom rules and procedures. If you have any questions or concerns, please e-mail me at: grant.smith@bobcats.k12.ar.us

Parent/Guardian Signature: _____ Date _____