**Ms. Kieffer’s Classroom Expectations,**

**Rules, Procedures and Consequences**

The expectations, rules, procedures and consequences of my classroom are intended to keep the classroom environment safe, orderly, and productive. Please respect the rules so that we can maximize learning time together. The rules are not hard to follow, nor are any of them “out of the ordinary.” They are simply expected behaviors for high school students in this classroom. If you have any questions about any of these rules, or why they are in place, you have the right to find out – please ask me as soon as possible. There should never be a rule that does not have a purpose! Thank you for your cooperation!

**CLASS EXPECTATIONS**

**1.      Respect yourself, the teacher & others**

·         Show respect for the teacher, yourself and others at all times.

·         Respect others’ property. Avoid touching or writing on anything that does not belong to you (including desks, textbooks, teacher’s belongings, walls, chalkboard, whiteboard etc.). Don't expect that others will clean-up your messes. Please pick-up after yourself.

·         Respect yourself and the rest of us by using appropriate language and wearing appropriate clothing.

·         Be a kind person.

**2.      Put forth your best effort at all times**

·         Always do your own best work.

·         Put learning ahead of getting good grades.

·         Put quality ahead of just getting it done.

**3.      Be prepared for class each day**

·         Come prepared with all materials necessary:

§         An organized class binder containing all necessary materials and handouts

§         Looseleaf paper, pens (blue or black), and pencils

§         A colored pen or highlighter for grading in class or underlining important elements in note taking

§         Your Ipad

§         A planner app on your Ipad or calendar to help keep you organized - the most successful students are organized.

**4.      Follow directions when given**

·         When directions are given, do your best to follow them the first time. If you are confused or have questions, ask. I would rather have you stop class to clarify than be off task while everyone else is working.

**5.      Pay attention, participate and ask questions**

·         Engage in what is going on in the classroom. If you have a question, ask it! Otherwise, I might not know until the test that you didn’t understand something. There are no stupid questions, and chances are, if you are wondering about it, someone else in the class is too. Be proactive about your learning and don’t be afraid to ask for help. If you feel most comfortable waiting until after class, that is okay, too, but do keep communication open between us.

**6.      Preserve a positive learning environment**

·         Student actions that interfere with teaching or learning in the classroom will NOT be tolerated.

·         Use class time to learn Family and Consumer Science topics. Please do not spend your time grooming, sleeping, talking, writing notes, playing cards, listening to you Ipod, text-messaging friends, or doing work for other classes.

·         Minimize classroom interruptions by arriving to class on time and not leaving the classroom during the hour.

**7.      Take responsibility for your actions**

·         If you break a rule, own up to it. Don’t deny it, lie about it, or blame someone else.

·         Take responsibility for missed assignments.

·         All handbook rules will be enforced. Please read your handbook. Students that choose to break these rules, choose to have points taken away from their participation grade, and face the possibility of additional consequences.

**CLASS RULES**

**1.      Turn cell phones & electronic devices on SILENT**

·         Cell Phones should be turned on silent and put away during the class period. If I see or hear your phone it will be taken away and given to an administrator, according to cell phone policy outlined in the BHS handbook. Refusal to turn over the cell phone will be treated as insubordinate behavior.

**2.      No food or drink, except water**

·         You may drink bottled water in the classroom. If a spill occurs, please clean it up immediately and inform the teacher.

·         No other food or beverage is permitted without a doctor’s note.

**3.      Arrive to class on time & ready to learn**

·         When the bell rings, you need to be sitting in your assigned seat.

·         You should immediately begin on the bell work.

·         Be “physically” and “mentally” present in the classroom

**4.      Do not cheat, plagiarize, or copy work**

·         Cheating is completely unacceptable. If I see you cheating on any assignment… even for another class… I will give you a zero and report the incident to the other teacher as well as your assistant principal and parents.

·         Plagiarism (copying work from another source without giving proper credit) is completely unacceptable. If you plagiarize on any assignment you will earn a “0” on that assignment with no opportunity to re-do the work for credit.

**5.      Use polite and appropriate language**

·         Offensive, derogatory, and profane terms are not tolerated. In order to have a safe classroom environment where all students feel comfortable, no put downs, swear words, or slang words with demeaning connotations will be accepted. Remember, if you don’t have something nice to say, don’t say it at all!

**6.      Do your best work & turn it in on time**

·         Remember that the work that you turn-in is a reflection of your effort on the assignment. Think about the following expectations when you are preparing an assignment that I will review:

§         Write your **full name, block and date** on all assignments.

§         All work must be neatly done and legible in order to receive credit. If you print, capitalize properly (do not write using all capital letters).

§         Never turn any assignments in with the "fringes" from spiral notebooks on the paper or you will not earn full credit for that assignment. Likewise, assignments that are bunched up, crinkled, illegible, sloppy, or contain stains or holes are unacceptable.

§         ALL MAJOR ASSIGNMENTS, ESSAYS & PROJECTS MUST BE TYPED. If you don't have a computer at home, the Media Center is a great place to work on essays! Final draft format for typewritten work is as follows: 12-point font, double-spaced, 1” margins, and use a “normal font” such as Arial, Comic Sans, Times New Roman, etc. (nothing too difficult to read and be sure to use a font that prints using capital and lower-case letters).

**CLASS PROCEDURES**

**1.      Turn in homework to the proper bin**

·         Homework is due at the beginning of the hour when you come to class. I will not accept work completed once class begins. Turn in your homework to your class/block bin.

**2.      Complete absent form for study buddy**

·         If your *study buddy* is absent, get a study buddy form to fill out. Please sign it and get my signature before the end of class. Compile any work given out that day with your study buddy form and *put it in the absent work folder* for the appropriate class. Do not take the work home with you to give your buddy in class the next day.

**3.      Tardy policy**

·         If you are tardy, I follow the tardy policy outlined in your student handbook.

·         You are expected to have a pass to enter the classroom tardy.

·         Excessive tardies will affect your participation grade and have other consequences, such as detentions, etc

**4.      Pick up after yourself before you leave**

·         Take all of your belongings, pick up any scrap papers around you, and push your chair in before you leave each day.

**5.     Get missed work from absent bin, talk to your study buddy, then ask the teacher**

·         Attendance is essential for optimal learning. Being on time and present in class physically and mentally will be part of your overall grade. You may not be excused from my class by another teacher without first seeking my permission.

·         If you are absent, it is your responsibility to obtain any missed classwork. Begin by looking for missed handouts in the ABSENT folder pertaining to your class/block. Then ask another your study buddy what you missed. Follow-up with the teacher if necessary.

·         Make arrangements to take quizzes and tests immediately. It is your responsibility to make these arrangements, I will not and cannot track you down. If you do not make-up quizzes in a timely manner (before graded quizzes are returned to the students who were present), you will earn a “zero” on the quiz or test.

·         UNEXCUSED absences on the day of an assignment, test, quiz, project, presentation, paper, etc. will result in a zero.

**6.      Follow protocol for study center use**

·         If you have a resource room teacher and need to take test in another setting, please remind me the day prior to the test so that I can get your test to your resource room teacher ahead of time.

**CLASS CONSEQUENCES**

**1.      Verbal warning**

**2.      Call home**

**3.      Detention**

**4.      Referral to assistant principal**

\* Serious offenses can, at the teacher’s discretion, result in more severe consequences regardless of previous steps taken. Any infraction of the rules may affect your learning readiness grade. It can also be cause for further action at the teacher’s discretion.