**Mingus Union High School**

**Mr. Scott**

**Classroom Rules & Procedures**

**Tutoring Time**

I am available for tutoring the following days and time:

* Mondays/Wednesdays: 8:00 – 8:30
* Tuesdays/Thursdays: 3:30 – 4:00

**Introduction**

Rules and procedures are fundamental in life. We follow rules and procedures when driving a car, writing a letter, and working at a job.

**Procedures for Entering the Classroom**

There is a specific way I want you to enter the classroom. I expect you to follow these procedures.

1. You are not to stand or wait around in the hallway.

2. Enter the classroom quietly without running or pushing.

4. Take your assigned seat.

7. Complete bellwork on weekly bellwork sheet.

**If you are Tardy**

Students not in class at the tardy bell will tardy. Tardy Sweeps will be conducted at the beginning of each class. All tardy students will follow the tardy policy set forth in the student handbook. **Please Be On Time!!**

**If You Are Absent**

For missed assignments due to absence, the make-up policy is one day for each day missed or up to five days for tests. **It is the student’s responsibility to get and do make-up work!**

1. Check the board to see what assignments you missed on the days you were absent, if you have any questions wait until after class or when the class is released to work. (In other words, don’t get up in the middle of a class activity or discussion to look for missing assignments.)

2*.* If you need to make up a test or quiz, you must make arrangements with me during the last 5 minutes of class. Tests can only be made up after school or during lunch and only if previous arrangements have been made. *Make-up requests must be made the day you return from the absence.*

E-mail Assignments: If you have access to the Internet at home you may email me at cscott@muhs.com and ask for missing work. This is especially good if you will be absent for more than one day.

**Turning in Assignments**

• Homework and assignments are to be placed in the box by the door on your way into or out of class.

• Work is due at the beginning of class.

• If you fail to turn the work in before the bell rings, do not disturb the class by getting up to turn in the work during instruction, class discussion or lecture. Wait until the teacher “releases” the class to work or — if that doesn’t happen — until the class is dismissed (then you can turn in your work on your way out.) Disrupting class shows a lack of respect for the teacher and your fellow students.

• Do not work on an assignment that was due at the beginning of class *during* class when we are supposed to be doing something else.

**Getting Your Attention**

There will be times when I need to get everyone’s undivided attention so that I may give directions, explanations, answer group questions, etc, or if the noise level simply gets too loud. When I need everyone to stop talking and pay attention to me:

• I will raise my hand and say “class I need your attention.” When you hear me say that, you will ***immediately*** stop talking.

**When We Have a Visitor**

When we have someone come into our classroom who is not part of our class (teacher, administrator, student, parent) you are expected to follow the usual classroom rules and procedures.

1. You are expected to be polite to the visitor.

2. Do not talk to the visitor unless (s)he is talking to you directly.

3. Continue working on your assignment as usual.

If the visitor needs to speak to me privately, I expect you to remain in your seat without talking until I finish speaking with the visitor.

***You*** are not allowed to have visitors in this class. I will not permit anyone to come into class to “see” someone “for just a second.” Make plans to meet, exchange notes or keys, or lunch, etc. outside of my classroom.

**When You Finish Early**

If you finish all of your assigned work early, and have turned it in, you may a) read independently; b) work on an assignment for another class; c) write; d) draw. DO NOT DISTURB OTHERS.

**Restroom Policy**

Restroom breaks should be scheduled *between* classes. No requests to use the restroom will be granted for the 1st or last 15 minutes of class. In addition, you may go to the restroom only if:

1. You have finished all of your assigned work

2. The class is working on individual seatwork

3. You have not abused this privilege in the past

If I give you permission to go to the restroom, you must provide *your* planner.

**Pencil Sharpening**

• You may sharpen your pencil before class starts or after I release you to work. Do not ask to sharpen your pencil in the middle of the lesson.

• ***Do not use the materials on my desk without permission.***

**Cell Phones**

Cell phones may be used as a calculator with my permission. If it is abused this privilege will be taken away and your sell phone will be taken. On the first offense you will get it back at the end of class, second offense your cell phone will be taken to the office and your guardian will have to get it.

**End of Class**

* You are not dismissed by the bell, I dismiss you.
* Make sure all seats are returned to the proper area and trash is picked up.
* Sit in your assigned area quietly until I dismiss you.

**Classroom Rules**

Classroom Rules are posted in the classroom. A quick review of each rule follows.

1. **Respect the teacher and your classmates.** (You respect the teacher when you do what she says, don’t talk back, do not touch her property without permission, and follow classroom rules and procedures. You respect your classmates when you follow classroom rules and procedures and refrain teasing or making fun of another student. You are showing respect for all when you refrain from using obscene or vulgar language for any reason.)

2. **Follow directions.** (This means that you do whatever the teacher tells you to do without complaining or arguing about it. Example: return books, go back to your seat, copy from the board, stop talking, etc.)

3. **Bring all pens, pencils, books, and materials to class.** (This means that you have a pencil **every day** as well as anything else you need for class, like books, binders, paper, and homework.)

**Consequences**

Everything we do in life has consequences. Consequences are the things that happen to you when you choose not to obey a rule. This is what will happen if you choose to violate one of the classroom rules:

**1st Time: Warning** (I will usually look at you to let you know and mark you on my tally sheet.)

**2nd Time: Parent Contact**

**3rd Time: ALC**

**4th Time: Referrel**

**Severe Disruption: Immediate referral**

**Class Supplies**

* Pencil (no pens)
* Paper
* 3 ring binder (you must have 3 ring binder and there will be periodic binder checks)

I have read and understand the class procedures and rules:

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_