

CLASSROOM RULES

1. RAISE YOUR HAND TO SPEAK AND WAIT TO BE CALLED ON.
2. BE PREPARED. BRING ALL SUPPLIES EVERYDAY!
3. BE RESPECTFUL & RESPONSIBLE.
4. FOLLOW DIRECTIONS FROM ALL STAFF MEMBERS.
5. FOLLOW ALL OTHER RULES IN THE PARKVIEW HANDBOOK.

DISCIPLINE PLAN

OFFENSES AND CONSEQUENCES

ALL STUDENTS WILL RECEIVE A VERBAL WARNING BEFORE THE REST OF THE DISCIPLINE PLAN WILL TAKE EFFECT. PLEASE NOTE THAT SEVERITY OF STUDENT BEHAVIOR MAY LEAD TO THE TEACHER ISSUING A DETENTION AFTER VERBAL WARNING IN CERTAIN CASES.

○ RECEIVE A VERBAL WARNING
○ STUDENT FILLS OUT BEHAVIOR FORM
○ PARENT CONTACT
○ PRINCIPAL'S OFFICE

- REMEMBER THAT NOT BRINGING BACK A DETENTION SIGNED BY A PARENT OR GUARDIAN RESULTS IN A SECOND DETENTION. NOT BRINGING BACK THE SECOND DETENTION RESULTS IN AN I.S.S.
- STUDENTS WHO EXHIBIT SEVERELY DISRUPTIVE BEHAVIOR ARE SENT TO THE OFFICE AND WILL POSSIBLY RECEIVE AN I.S.S. (IN SCHOOL SUSPENSION) OR AN O.S.S. (OUT OF SCHOOL SUSPENSION) DEPENDING ON THE STUDENT'S BEHAVIOR OR OFFENSE.

NOTE: MORE SEVERE OR EXTREMELY DISRUPTIVE BEHAVIORS MAY RESULT IN SEVERE CONSEQUENCES. SEVERELY DISRUPTIVE STUDENTS WILL BE REMOVED FROM THE CLASSROOM, IMMEDIATELY. THIS IS AT THE TEACHER'S DISCRETION WHEN THE SAFETY OF OTHERS IS AT RISK.

A. BEGINNING AND ENDING THE CLASS

- ★ STUDENTS SHOULD ENTER THE ROOM QUICKLY AND QUIETLY. NO ONE SHOULD TALK DURING ANY ANNOUNCEMENTS.
- ★ ANY STUDENT WHO SHOWS UP AFTER 7:55 A.M. IS CONSIDERED LATE. ANY STUDENT THAT SHOWS UP AFTER 9:00 A.M. NEEDS TO HAVE A PINK TARDY SLIP FROM THE OFFICE BEFORE BEING ALLOWED INTO THE ROOM.
- ★ SEATS ARE ASSIGNED BY THE TEACHER, UNLESS STATED OTHERWISE. ASSIGNED SEATS WILL ALWAYS BE OBSERVED WHEN THERE IS A SUBSTITUTE TEACHER.
- ★ THE TEACHER WILL GET STUDENTS ATTENTION BY RAISING HIS/HER HAND. THE STUDENTS THEN NEED TO RAISE THEIR HAND AND REMAIN SILENT. ANOTHER METHOD IS COUNTING BACK FROM 5. BY THE TIME THE TEACHER REACHES 3, ALL STUDENTS SHOULD BE QUIET.
- ★ STUDENTS ARE NOT TO TALK DURING MORNING, AFTERNOON, OR EMERGENCY ANNOUNCEMENTS.
- ★ STUDENTS WILL SIT SILENTLY AND WAIT TO BE DISMISSED ONCE THE BELL HAS RUNG FOR THE NEXT CLASS PERIOD.

B. CLASSROOM MANAGEMENT

- ★ STUDENTS MAY LEAVE THEIR SEATS WHEN ASKED TO BY THE TEACHER. THEY MAY ALSO LEAVE THEIR SEATS IN CASE OF EMERGENCY, SUCH AS GETTING SICK, BLOODY NOSE, OR INJURY. IF THE STUDENT NEEDS TO LEAVE THE ROOM FOR SICKNESS, THEY NEED TO TRY AND GET THE TEACHER'S ATTENTION OR HAVE ANOTHER STUDENT

NOTIFY THE TEACHER WITH THE REASON THEY ARE LEAVING, IF AT ALL POSSIBLE.

- ★ STUDENTS MUST ALWAYS USE A PASS WHEN LEAVING THE ROOM UNLESS TOLD OTHERWISE OR IN EXTREME CASES OF EMERGENCY.
- ★ STUDENTS NEED TO RAISE THEIR HAND IN ORDER TO GET HELP FROM A TEACHER OR PEER.
- ★ UNLESS PERFORMING GROUP WORK, STUDENTS SHOULD REMAIN SILENT AND IN THEIR SEAT. STUDENTS MUST STILL RAISE THEIR HAND WHEN THEY HAVE A QUESTION OR CONCERN. WHEN WORKING IN A GROUP, STUDENTS MUST REMAIN SEATED AND MUST USE SOFT VOICES.
- ★ STUDENTS SHOULD WAIT TO MOVE INTO COOPERATIVE GROUPS UNTIL GIVEN THE CLUE STATED BY THE TEACHER BEFORE THE ACTIVITY IS TO BEGIN. THEY NEED TO MOVE TO THEIR SPOT QUICKLY AND QUIETLY. THEY CAN MOVE BY CHANGING SEATS OR MOVING DESKS.
- ★ STUDENTS WILL GET RECOGNIZED TO TALK BY RAISING THEIR HAND AND/OR BEING CALLED ON BY THE TEACHER.
- ★ STUDENTS SHOULD LISTEN ATTENTIVELY DURING A PRESENTATION GIVEN BY THE TEACHER, STUDENT, OR OTHER PRESENTER WITHOUT TALKING TO OR TOUCHING ANOTHER STUDENT. IF THEY HAVE A QUESTION FOR THE TEACHER OR NEED THE TEACHER'S ATTENTION, THEY NEED TO RAISE THEIR HAND. THE ONLY TIME A STUDENT IS TO MOVE OR TALK IS WHEN A TEACHER OR THE PRESENTER ASKS FOR THE STUDENT TO DO SO.
- ★ STUDENTS NEED TO RAISE THEIR HANDS TO GET THE SUPPLIES THEY HAVE FORGOTTEN FROM THEIR LOCKER. THE TEACHER WILL NOT PROVIDE MATERIALS NEEDED

FOR LESSONS, UNLESS THE MATERIAL(S) NEEDED WERE NOT STATED ON THE SUPPLY LIST.

- ★ STUDENTS NEED TO SHARPEN THEIR PENCIL(S) AS THEY ARE COMING INTO THE ROOM, WHEN THE TEACHER IS DONE LECTURING, WHEN THE STUDENT IS WORKING ON HOMEWORK, OR AFTER THEY HAVE RAISED THEIR HAND AND HAVE ASKED TO DO SO. A STUDENT IS NEVER TO GET UP TO SHARPEN THEIR PENCIL WHILE SOMEONE IS SPEAKING OR ASKING A QUESTION.
- ★ STUDENTS SHOULD HAVE THE MATERIALS NEEDED FOR MORNING CLASSES WITH THEM AFTER THEIR FIRST TRIP TO THEIR LOCKERS. ALL MATERIALS ARE LISTED ON THE DRY ERASE BOARD OUTSIDE THE CLASSROOM DOOR. THEY **MUST ALWAYS** HAVE THEIR ASSIGNMENT NOTEBOOK FOR EVERY CLASS, THEIR NOTEBOOKS FOR THEIR CLASSES, AND THEIR EXTRA SUPPLIES THAT INCLUDE LOOSE LEAF PAPER, PENCILS, PENS, ERASERS, AND RED PENS/PENCILS. THESE SUPPLIES MUST BE WITH THEM ALL DAY, EVERY DAY. PROCEDURES FOR SPECIAL EQUIPMENT WILL BE STATED AT TIME OF USE.
- ★ STUDENTS WILL USE ONLY THE COMPUTER ASSIGNED TO THEM AT THE BEGINNING OF THE SCHOOL YEAR UNLESS THE TEACHER SPECIFIED OTHERWISE (I.E. COMPUTER PROBLEMS).
- ★ STUDENT WILL PLACE THEIR COMPUTERS BACK INTO THE CART, MAKING SURE TO STRAIGHTEN AND PLUG IN THEIR COMPUTER.
- ★ STUDENTS NEED TO ASK PERMISSION TO USE A COMPUTER IN THE CLASSROOM.

MISS STARMAN'S CLASSROOM PROCEDURES

C. PAPER WORK

* STUDENTS WILL PASS THEIR PAPERS TO THE ASSIGNED GROUP LEADER AT THEIR TABLE. THIS PERSON IS RESPONSIBLE FOR SEEING WHO HAS NOT HANDED THEIR WORK IN OR PUT THEIR NAME ON THEIR PAPER. THE TEACHER WILL COLLECT EACH SEPARATE PILE AND DOUBLE CHECK FOR MISSING ASSIGNMENTS. THERE IS A BASKET ON THE TEACHER'S DESK INTO WHICH ASSIGNMENTS WILL BE HANDED IN, WHEN STUDENTS ARE INSTRUCTED TO DO SO.

* EACH DAY A STUDENT IS ABSENT, THEY RECEIVE TWO DAYS MAKE UP TIME. THERE WILL BE AN INDIVIDUAL ASSIGNED TO GATHER MAKE UP WORK FOR ABSENT STUDENTS ON A DAILY BASIS. THE WORK IS THEN PLACED IN THE ABSENT STUDENT'S INDIVIDUAL CLASSROOM FOLDER.

* HANDOUTS WILL BE HANDED OUT BY THE TEACHER, UNLESS DESIGNATED OTHERWISE.

* IT IS THE STUDENT'S RESPONSIBILITY TO SCHEDULE DATES AND TIMES TO MAKE UP TESTS AND QUIZZES. THIS MAY REQUIRE TIME SPENT AFTER SCHOOL.

D. DISMISSAL FROM CLASS OR SCHOOL

* STUDENTS WILL BE CALLED BY TABLE TO LINE UP AT THE DOOR. THE TEACHER WILL THEN WALK THE STUDENTS DOWN TO LUNCH.

* STUDENT WILL BE CALLED BY TABLE TO EITHER BE RELEASED OR TO BE LINED UP AND RELEASED AT THE END OF THE DAY WHEN THE TEACHER SAYS SO.

* STUDENTS ARE ALLOWED TO STAY AFTER SCHOOL TO COMPLETE HOMEWORK OR PROJECTS. **THEY MUST GIVE**

THE TEACHER AT LEAST A DAY'S NOTICE AND HAVE PARENT PERMISSION.

* THE TEACHER CAN KEEP ONE STUDENT OR THE CLASS AFTER THE BELL(S) WHEN SHE DEEMS IT NECESSARY.

* FIRE AND DISASTER DRILLS ARE DESIGNATED ON THE WALL BY THE CLASSROOM DOOR. STUDENTS AND THE TEACHER WILL REVIEW AND PRACTICE THESE PROCEDURES PERIODICALLY.

E. SYLLABUS OR COURSE OUTLINE

* STUDENTS WILL BE GIVEN DUE DATES FOR MAJOR ASSIGNMENTS SEVERAL WEEKS IN ADVANCE.

* THE GRADING SCALE IS LOCATED IN THE STUDENT HANDBOOK AND WILL BE DISPLAYED IN THE CLASSROOM. STUDENTS WILL ALSO BE GIVEN RUBRICS AND/OR OTHER EVALUATION METHODS AHEAD OF TIME.

* THE CLASSROOM DISCIPLINE PLAN WILL BE HANDED OUT AND REVIEWED IN THE CLASSROOM AND AT HOME.

SUPPLIES NEEDED FOR MY CLASSROOM:

- *2 SPIRAL NOTEBOOKS
- *2 FOLDERS (ONE WILL STAY IN CLASSROOM)
- *LOOSE LEAF PAPER
- *PENCILS AND PENS AND A RED PEN
- *GLUE
- *SCISSORS
- *METRIC RULER
- *COLORED PENCILS ARE A MUST!
- *3-RING BINDER (1 ½")

