**Mrs. Edwards’s Classroom**

**Expectations/Rules/Consequences**

**The expectations, rules, procedures, and consequences outlined here serve the purpose of keeping our classroom productive, orderly, and safe. Respecting these rules will allow for maximum learning and engagement. My expectations are high and yours’ should be too. If you have any questions about anything listed in this guide, please ask me as soon as possible! I am happy to provide further guidance!**

***Class Expectations***

1. **Respect. Be respectful to me, your classmates, and yourself. This includes others’ property. Do not touch anything that does not belong to you. Clean up after yourself, use appropriate language, and always be kind.**
2. **Effort. Do your best, always. Prioritize learning the material and performing quality work. Participation in class is a must! Discussion and class engagement are helpful in learning the information presented. Asking questions is a great way to eliminate confusion and will also help me understand what material may be misunderstood. There are NO stupid questions!**
3. **Preparation. I expect you to be prepared for class every day. This includes having the proper materials for success: a charged Chromebook, a notebook, a blue or black pen or a pencil, and a highlighter. A 3-ring binder may help you stay organized; organization is key to staying on top of your work and being successful in my class.**
4. **Responsibility/Accountability. All HHS student handbook rules will be enforced. If you need help finding the handbook, I am happy to point you in the right direction.**
5. **Positive Learning Environment. I cannot and will not tolerate any behavior that will disrupt my teaching and/or your learning. Be on time and plan to remain in the classroom until I dismiss you.**

***Class Rules***

1. **Arrive on time and prepared. Have a seat and begin work on the Bell Ringer activity. Wait patiently and quietly for instruction to begin.**
2. **NO PHONES!** Phones and other electronic devices should be turned off and put away in your pocket or backpack. Below is the section concerning phone/electronic device usage from the student handbook.
	1. **ELECTRONIC DEVICES & ACCESSORIES**

**1. General Usage**

**● Cell phones shall be turned off and stored inside a backpack or locked in a student locker as soon as students enter the building first thing each morning. Students shall not access their phones at any time during the school day other than during lunch. As soon as lunch ends, students shall return their phones to backpacks and/or lockers for the remainder of the school day.**

**● The use of personal laptops and other mobile devices is not permitted.**

**● Prior to entering a building all headphones and ear pieces must be removed from the ears. Headphones and earpieces are only allowed during lunch and when permission is given by classroom teacher for use in the classroom with a school-issued device.**

**● When using electronic devices, failure to adhere to the following will result in disciplinary action:**

**- Students must be viewing material that is appropriate for minors in a school setting and in according to the Acceptable Use and Internet Safety Policy.**

**- Students must turn off, put away or relinquish any device when so directed by any staff member.**

**- Cell phone ringers shall remain off or on silent at all times. Vibrate mode is not permissible.**

**- Using the school’s outlets or USB ports to charge an electronic device is prohibited without permission from staff.**

**- No electronic device shall be used in any restroom, locker room, or any other location where students and staff “have a reasonable expectation of privacy.”**

**- The visual and/or audio recording of other people without permission is prohibited on school grounds.**

**Violations other than gross misconduct will result in the following consequences.**

**● 1st offense - 2 Lunch Detentions**

**● 2nd offense - 2 Lunch Detentions, phone confiscation\*, and parent contact**

**● 3rd offense - 1 day of In-School Supervision, phone confiscation\*, 3 days no phone at school, and parent contact**

**● 4th Offense - 3 days of In-School Supervision, phone confiscation\*, 10 days no phone at school, and parent contact**

**● 5th Offense – Gross Misconduct**

**\*Phone will be confiscated at the time the disciplinary referral is processed by administration. Confiscated devices will be held in the office for the remainder of the school day.**

**Gross misconduct may include but is not limited to the following behaviors:**

**● Disrespect and insubordination, such as verbal or physical threats or abuse or failure to comply with a reasonable request, toward a teacher or other school employee.**

**● Use of electronic devices to intimidate, harass, or bully.**

**● Possession of a cell phone or other electronic device at school when such privilege has been revoked.**

**● Video and/or audio recording of other people without their permission or in locations where they “have a reasonable expectation of privacy”.**

**● Repeated violations of the electronics policy.**

**● Security Risks**

1. **No food/drink, except water.** A bottle of water is acceptable in class. If you spill it, you clean it! No snacks!
2. **I dismiss you, not the bell!** Please remain seated until I have dismissed the class. When leaving the class, do so in an orderly fashion. Do not hop, skip, jump, or run out of class.
3. **Cheating and plagiarism are wholly unacceptable.** This is a zero-tolerance zone. If you are caught cheating, you will receive an automatic zero on the assignment, be referred to the office, and I will contact your parent/guardian.
4. **Always use appropriate and polite language!** This is another zero-tolerance zone. It is very important that all students feel comfortable in class, I will not tolerate demeaning/degrading language or behavior, put downs, or swearing in my class.
5. **Missed or late work must be made up!** You are responsible for turning in anything that you have missed while absent within the approved timeline. Late work is accepted at a 10% penalty each day that it remains missing. You will be able to find your assignments on Schoology or in the absent bins. It is your responsibility to seek out missing work and keep track of your assignments, I will not track you down to complete it. **Missing assignments should be made up immediately outside of class or using the FLEX period.**
6. **Bathroom breaks.** Each student will be allotted FIVE bathroom passes in a semester. These passes, if unused, will translate to 2 points of extra credit per pass at the end of the semester.

*Consequences*

I will follow HHS’s 3-step action plan for most infractions and misbehaviors.

 First step: **verbal/non-verbal warning**

Second step: **teacher detention and a call to parents/guardians**

Third step: **Office referral**

**Teacher Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**