Email: Kelsey.Baldridge@ops.org Office Number: L21A

**Classroom Rules and Procedures**

Two guiding principles for how you should act in society and in my classroom:

* Live above the Line (Integrity)
* Be Respectful of others (Always)

**Rule:**

Your behavior should never get in the way of my teaching or anyone’s academic progress…including your own.

**FAQs:**

**Can I have food/drink in class?**

No. Food and drink will not be allowed unless it is from me OR you bring water that is in a clear container.

**Can I bring my cell phone?**

No. Normally, cell phones will not be allowed. People lived hundreds and thousands of years without Snapchat and Instagram—you can wait until lunch to use your phone. There MAY be times that I will let you use your devices in class (Kahoot Quizzes, Google, etc.) but I will let you know WELL IN ADVANCE. So there is no need to bring your phone to class.

**What’s the deal with assignments?**

* Follow Style Book for headings of all assignments. (See page 2 in Style Book)
* Hand in assignments to me. Papers left on any desk are going to get lost. If I am not available, ask the secretaries to let you place your assignment in my mailbox in the office.
* You are required to keep **ALL handouts and assignments in a folder**.
* You are required to keep **ALL DRAFTS of writing assignments**. The drafts will be a part of your final grade; points will be deducted for missing drafts.

**Do I need to bring anything to class?**

* Your lovely self
* A pen/pencil
* Notebook
* Folder for theme papers and for all handouts and assignments
* Stylebook

**What if I am gone? (Absence/Make-Up Work)**

All missed work will be available for you in the **MISSED WORK binder**. This binder will be with me, so please ask to see it before or after class or in my office during my plan periods. It is YOUR responsibility to get caught up.

**Pre-Arranged Absences** (extracurricular activities, field trips, vacations, doctor appointments):

* Students should communicate a known upcoming absence with me… I ask for a **three-day advance** notice, but realize that some last minute plans occasionally get in the way of an advance notice
* Typically, students should expect to make up work in advance, unless I have communicated other arrangements

**Other Absences** (due to illness, emergencies, etc.):

* Generally students will have one extra day to complete any work if it was assigned on the day they were absent
* Work that was assigned prior to the students’ absence will not usually be given extra time for completion, although I will make that decision on a case-by-case basis.
* **If students are here for part of the day, I expect them to turn in work that is due—even if they are absent for my class period.**

**Failed Work (Formative)**

* If a student fails a quiz or writing assignment, that student will immediately meet with me to establish a way to relearn the material for that particular assignment
* Students should expect to make up failed work within 2 days (unless I approve a longer time for longer assignments)

**Cheating and Plagiarism (DON’T DO IT.)**

* Cheating and plagiarism may result in a **zero** and your parent/guardian will be contacted.
* In the case of cheating, this discipline may also extend to the student who is providing the answers in cases where the teacher could assume that the cheating was done with this student’s knowledge.
* We will spend time in class learning about plagiarism and looking at specific examples of it. Basically it is academic dishonesty. Plagiarism is borrowing, buying, or stealing another person’s work (e.g. from a friend or the internet). Plagiarism is also using an author’s distinctive words or ideas without using quotation marks and/or without giving credit to the author through citations. Often, students will commit this type of plagiarism when they cut and paste sections of a source into their own paper.

**What happens if I’m late? (Tardiness and Preparedness)**

* You are expected to be in my classroom doing the assigned “Warm Up” activity when the bell rings.
* Chronic failure to be prepared with necessary books and notebooks will result in serving time outside of class or referral to the administration to solve the problem.

**What happens if I need to leave the classroom? (Passes)**

* I will NOT hand out passes the first 10 minutes and the last 10 minutes of class, unless you are turning green or there is a dire emergency. IF I decide to let students go (to the restroom or get a drink) it will be one student at a time.
* If you need to go to the nurse, you must first get a pass from me. The nurse will not see a student without a pass.
* If you want to go to the library, you must first get a pass from me. The librarian will not allow anyone in the library without a pass.
* If you need to leave study hall to work in the library or in my room, you must get a pass from me before study hall begins.
* Students given permission to use the restroom or go to their locker during class must carry a pass with them. They will be expected to return within 1-2 minutes maximum.

**I was asked to leave class to go out in the hall. What does this mean?**

* If I ask you to leave the classroom and go in the hallway because of disruptive behavior you will be asked to fill out a “Reflection Form” before you are allowed to come back in. We will conference about your reflections after class that day.
* I may keep these forms to give to parents/guardians at Parent Teacher Conferences if your behavior is a continual distraction.

**What if you assign me a detention?**

* The detention must be served within **two days** after it has been issued
* If you do not show up during the agreed upon time, **detention time will be automatically doubled.**
* If you skip again, you will be referred to the administration.

**What if I need help with homework and the materials covered in class?**

I am typically at school from 6:55 a.m. until approximately 4:30 p.m. If you would like to make prior arrangements with me, I can always meet with you before or after school If you or your parents would like to call or send me an email, my number is 555-3300 ext:331-8748 and email address is kelsey.baldridge@ops.org. I check my email frequently and this is a great way to communicate with me outside of school.

**Sign and Bring Back bottom portion by Friday:**

Student: I have read this document and I know how to act and behave in order to be successful in Ms. Baldridge’s English class. I am ready for the challenge!

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Parent: I have read and understand the expectations and consequences for my student if they fail to comply with the rules in Ms. Baldridge’s English class.

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