

August 10, 2020

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U.S. History - Class Rules and Procedures

By following the rules and procedures, we will help to make the classroom a place that is a, safe, productive, and positive learning environment FOR ALL! These rules and procedures are designed to promote an atmosphere that maximizes your opportunity, and the class as a whole, to achieve SUCCESS! The DeSoto County Schools and Horn Lake Middle School Codes of Conduct apply as well.

Classroom Rules: *The 5 Cardinal P's*

1. Be **PROMPT**. You are expected to be in your seat and working on the Bell Work before the bell rings EVERY DAY. (*tardy to class more than 3 times in a grading period results in referral*)
2. Be **PREPARED**. You are expected to arrive in class with your mind and materials ready for use. Please be alert, attentive and ready to listen for directions given the first time.
3. Be **POLITE**. You are expected to show respect for yourself and others. Please treat and communicate with others in a manner which you yourself would prefer to be treated. This includes people and property.
4. Be **PRODUCTIVE**. You are expected to work and be fully involved in the class for the entire duration. Time is a precious commodity! Please do not waste it!
5. Be **POSITIVE**. You are expected to maintain a good attitude. Positive attitudes are contagious! They encourage others and promote success for ALL of us!

Consequences: You do not HAVE TO follow the rules. However, you DO HAVE TO accept the consequences for your decision not to. For minor offenses....

1 st offense:	Student/Teacher Conference – Log noted.
2 nd offense:	Parent/Guardian contacted. Log noted
3 rd offence:	Office Referral
Severe offense:	Immediate removal from class to and referral to school administration.

Classroom Procedures:

- **Have a seat:** Please remain in your assigned seat and focused on the task at hand unless otherwise directed by the teacher. We cannot be **PRODUCTIVE** when playing musical chairs.
- **Absences:** You may find the material that was covered, and assignments given for the missed day on the class website in Schoology or from a fellow classmate. Please remember that the responsibility for material covered and assignments missed ultimately falls to YOU. Make up work is due within 2 school days. **Be PREPARED!**
- **Late Work** – Assignments that are not turned in when due are considered late. Late assignments will have point deductions as follows: 1 Day Late -25%, 2 Days Late -50%, more than 2 Days Late – Teacher discretion. Again, be **PREPARED!**
- **We write in PEN** - All written assignments/tests etc. are to be completed in standard BLUE or BLACK ink only. Exceptions to this are map exercises, sketches... Writing assignments written in anything other than standard blue/black ink are subject to point deductions.
- **Bathroom/Water breaks:** The class period is NOT the time to take care of these issues. You are welcome and encouraged to address these issues anytime OTHER than during class.

- **Consumables:** Food and drinks are not permitted in the classroom. The cafeteria is the proper place for these items. Exceptions may be given by the teacher specifically.
- **Cellphones and other electronic gadgets:** These items are neither needed nor permitted in the classroom. Your teacher will provide you with all the technology necessary to focus on and master the subject material. ALL cellphones are to be placed in the holding area, at the front of the classroom, before class begins. If a cellphone is heard or seen with a student during class, it will be taken up and submitted to School Administration.
- **Do not interrupt:** During instruction, ONE person speaks at a time. When the teacher is talking, students are to be listening. If you are talking while the teacher or a classmate is speaking, then you are interrupting. **Be POLITE!**
- **Ask questions:** If you are unclear about something, please ask for clarification by raising your hand. When called on, YOU will then be listened to without interruption.
- **Trash:** A “Leave No Trace” policy is in effect for this classroom. In other words, when you leave, the classroom is to be in the SAME state, or better than you found it in.
- **Dismissal:** Please remain in your seat until AFTER the bell has sounded. Your teacher will alert you to the end of the class period. NOT the bell.

Saunders, Room 240, U.S. History – 2020/2021 – Horn Lake Middle School

e-mail: through the class website.

PLEASE COMPLETE AND RETURN THE FORM BELOW BY FRIDAY.

I have read and discussed with my child the Parent Letter, Classroom Rules and Classroom Procedures.

Student Name: _____ **Class Period:** _____

Student Acknowledgement: _____ **Date:** _____

Parent/Guardian Acknowledgement: _____ **Date:** _____

Parent/Guardian E-mail: _____

Phone: _____

Comments for the teacher? :