

# CLASSROOM GUIDELINES AND PROCEDURES

Mrs. B. Parnell OBHS History and Social Sciences D13  
Psychology, Sociology, Personal Leadership, Theatre  
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## Classroom Guidelines of 5 P's (Prompt, Prepared, Polite, Positive, and Productive)

### 1. Arrive on time and prepared every day.

*Be seated and complete bell work when the tardy bell rings. Have all required materials.*

### 2. Respect the teacher, the classroom, and all fellow classmates.\*\*

*Support a positive classroom community by being respectful in tone, language, and mannerisms. Abide by all school rules and policies.*

### 3. Stay in your assigned seat and do not loiter in my room or doorway.

*Utilize your time before/after school or during lunch to handle your personal business.*

### 4. Keep all personal electronics silent and put away.\*\*

*Follow DCS and OBHS electronic device policies without being insubordinate.*

### 5. Be responsible for your learning.

*Participate in class discussions and have good attendance. Complete notes and assignments on time. Routinely check class minutes, teacher web site, and course calendar.*

## Consequences:

1<sup>st</sup> warning and documentation                      2<sup>nd</sup> call/email to parent and coach (if student athlete)

\*\*Implementation of the school's electronic device policy (see *OBHS student handbook*)

\*\*Disciplinary referral to the office for significant and blatant disregard for others' safety

## Behavior Modification Assignment:

Assigned at the discretion of the teacher and due at 7:25 am the morning after being assigned.

**Rewards:** bonus points, a higher retention rate of learned information, preferred seating

**Classroom Procedures:** Check the box for handouts. Obtain a classroom textbook. Sit in your assigned seat. Read and complete the day's bell ringer. Record the unit EQ and learning objective(s). Preview the day's scheduled lesson. Follow directions. Clean your work and floor space before dismissal. Exit in an orderly fashion.

**Make-Up Work:** Students have one day for every day they are absent to make up assignments. Alternative assignments may be given on an as-needed basis. **YOU** are responsible for scheduling make up tests and quizzes with me the **first** day you return.

**Attendance & Tardiness:** Regular attendance provides students with the best opportunity for success in class and establishes good habits for a future career. Because much of the learning takes place in the classroom from lecture, discussions, and activities, part of your grade comes from participation. Upon your return, retrieve all lesson copies from the top drawer of the filing cabinet for the dates you missed. You must be in my classroom seated and ready to learn when the tardy bell rings. Tardies will be recorded monitored. Consequences such as write ups and parent contacts will be levied on students upon their 6<sup>th</sup> tardy. \*Tardies accumulate throughout the day across all four blocks.\* Classroom instruction will be provided and student participation is expected the entire 94 minutes of class. Teachers will record students' missed instructional time for those who are tardy and those who check out early. Those who show up more than seven minutes after the tardy bell will be marked tardy and be written up for skipping.

**Notebook:** Students will maintain an organized notebook (3-ring binder) with completed notes and assignments. Notebook checks (announced and unannounced) will be recorded as daily grades a minimum of three times during the semester.

**Tests and Quizzes:** Whole class review is conducted the original day of the assessment. Submit answer sheets in the blue bin labeled with your block number. Students who wish to review their individual tests or quizzes must do so *before or after school*.

**Evaluation/Performance Expectations/Grades:** Every effort will be made to keep the students up-to-date on their progress in class. A midterm progress report will be sent home the fifth week of each term. Graded material and missing assignments may be reviewed *before or after school*. Grades are updated weekly on ParentPortal. Contact the office for your unique student and parent access codes. Parents of students with failing grades, poor classroom behavior, or other alarming issues will be contacted via phone, email, or both.

20% 9week Exam    40% Tests/Projects/Quizzes/Labs    40% Daily Grades/Homework

**Weekly Bell Ringer:** As stated in the policies and procedures, a daily bell ringer assignment will be posted. These are to be completed approximately 10 minutes after the tardy bell. You are responsible for maintaining ALL bell ringer exercises in your 3-ring binder behind a tab labeled 'Bell Ringers.' The Bell Ringer sheet is due every Friday, and a weekly quiz grade will be recorded for completion.

**Extra Credit:** Students will be afforded the opportunity for extra credit throughout the semester, both on tests and additional assignments. One quiz grade before and one quiz grade after the progress report date will be offered for two boxes of facial tissue.

**Moving Around/Leaving the Classroom:** I will not give anyone permission to use the restroom prior to the tardy bell. Do not ask to use the restroom during class time unless it is an *emergency*, and *you must state that it is such*. You must ask permission by raising your hand and waiting for me to acknowledge you. The OBHS Student Agenda is the **ONLY** acceptable hall pass. Any and all concerns regarding the restroom policy must be addressed with Mr. Stripling. If you need to sharpen your pencil, throw trash away, or blow your nose, please get up and do so without distracting others. Medical exclusions: I **MUST** have a copy of your medical directives.

**Break/Lunch Time:** There is only ONE break school wide from 9:09-9:32. You may not leave the classroom during break, except for break detention or a make up test. Students who want to purchase a snack or drink are to calmly line up at the classroom door and complete their purchase. QV will be viewed in 1<sup>st</sup> block. **ALL** trash is to be deposited in the waste basket *before* you may leave for 2<sup>nd</sup> block. D hall has 4<sup>th</sup> lunch from 12:52-1:16. You may not leave before the dismissal time. Break (in 1<sup>st</sup> block) and lunch (in the cafeteria) are the *only* times and locations you may use your phone during the school day. Do **NOT** use your phone or have it visible/audible at any time in the hallways, office, gym, or restroom. During break, you **MUST** use your earbuds-I have no desire to listen to your music/games/videos. The only other location you may use earbuds is in the cafeteria during lunch.

**Class Dismissal:** The teacher dismisses you-not the bell. **ALL** classroom learning materials must be packed up and areas cleaned *before* anyone will be dismissed. This includes trash disposal and book placement.        *\*\*Various other school procedures will be covered as needed.*

### **PHONE USAGE**

The DCS/OBHS Electronic Device Policy applies to **ALL** students. Unless the classroom teacher has instructed you to use your device in the classroom for a specific assignment, **ALL** devices are to be put away and not seen or heard. There will be **ZERO** tolerance for those who violate the policy.

# *Mrs. Parnell's Classroom Guidelines and Procedures Contract*

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*I have read and reviewed Mrs. Parnell's Classroom Guidelines and Procedures **and** the OBHS Student Policies and Procedures. A copy of each document will be kept in the front of my social studies notebook. I understand these policies and will comply with them throughout the school year. I also realize they are for the benefit of the classroom and school community and may be altered as necessary. It is my understanding that failure to comply with these policies will directly result in consequences and some may affect my grade in this class.*

Student Signature \_\_\_\_\_

Student Printed Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Email&Phone \_\_\_\_\_

Date \_\_\_\_\_