

# POLICIES FOR DWIGHT MORROW HIGH SCHOOL CLASSROOMS

\*WELCOME TO DWIGHT MORROW HIGH SCHOOL!!

\*You are going to have one of the greatest educational experiences of your life here at Dwight Morrow High School. To achieve this, we have established a few simple policies that will need to be adhered to campus wide. As a student, it will be your responsibility to comply with these policies. If you decide not to comply, there will be logical consequences.

## A. CLASS RULES

- 1. We agree that we will be in class before the bell rings and the teacher closes the door. Refer to D. Tardies and Late Arrivals.**
- 2. We will exhibit courtesy and respect toward all other students at all times. Hateful comments concerning race, gender, sexuality, political views, appearance or any other type will not be tolerated. This applies to serious as well as “joking” comments. This also includes all verbal and non-verbal forms of communication; body language, facial expression and tone of voice.**
- 3. We agree that food, drinks, candy, make-up, mirrors and electronic devices are a distraction in the classroom. Class time is for learning. We will follow the school-wide rule for electronic devices.**
- 4. We agree that if we are asked to do something by the teacher (example: told to move your seat or given any other direction) we will do so immediately and without complaint. If you feel this or any other direction is unreasonable you may arrange to discuss it with your teacher, your school counselor or arrange for a parent/teacher conference.**
- 5. Clothing needs to be worn in accordance to the DMHS Student Handbook (Dress Code Policy).**
- 6. We agree that it is important to keep our hands and feet to ourselves. Please remember nothing goes airborne.**

## B. IF YOU CHOOSE TO BREAK A RULE

\*Life is a series of consequences, some are positive and some negative. A consequence is the result of a persons' chosen action. If you consciously make a choice to break a rule, then you need to be responsible and accept the consequences.

-There are behaviors that will warrant a referral immediately. Examples of this include gross insubordination or violent behavior.

-Behavior less severe but in violation of the basic rules of the class will be dealt with as described below.

*-This format is in no way all inclusive and is subject to change.*

*\*Mandatory parent/guardian phone call prior to detention being served\**

**-1<sup>st</sup> Incident:** Ten-minute detention; after school or the following morning

**-2<sup>nd</sup> Incident:** Additional 10-minute detention

**-3<sup>rd</sup> Incident:** Defiance and/or continued disruption after redirection will result in removal from participation or removal from class. Must make up the class in tutorial.

**-Severe Clause:** Send to Supervisor immediately

*-Continued violations will be noted and dealt with appropriately.*

### **C. DETENTION**

-Detention will be served as soon as parent/guardian contact is made; detention may be after school or the following morning. Exception: No detention on Fridays.

-You must arrive no later than 7:45/3:00. If you arrive at 7:46/3:01 you will be dismissed.

*Detention Procedures:*

1. This is your warning!!
2. Any violation of these rules will be immediately met with a 10-minute detention to be served after school or before school.
3. In addition, you can be given other consequences such as, attending a parent/teacher conference or meeting with a member of the administrative team.

Failure to Attend Detention:

1. If you do not come to detention, your parent will be informed immediately, and the detention will be reassigned.
2. Failure to attend when the detention is reassigned will result in an administrative detention.

### **D. TARDIES AND LATE ARRIVALS**

A student who is not in the classroom before the teacher closes the door is considered either late or tardy. A student is tardy if he/she is without a pass. A student is late if he/she arrives with a pass. Tardy and late students need to sign in at the clipboard and are not to disrupt the class. Late students need to place their pass on the clipboard. There is no penalty for arriving late with a pass.

-10 minutes late unexcused (without a pass) = a cut/unexcused absence.

The tardy penalty is:

Tardy: Make up the minutes late; if the lateness exceeds 10 minutes = cut – different consequence.

### **E. ATTENDANCE**

If a student has an excused absence from class, he/she is responsible for making up the classwork in tutorial. Tutorial is assigned weekly. Unexcused absences void all make-up privileges.

**\*FULL YEAR COURSE = 15 absences only**

### **F. LATE WORK**

- *Papers and projects/presentations may not be turned in late.* If you are absent the day a paper or project/presentation is due and it is not a cut – turn it in early or have someone drop it off before the end of the day. Any problems getting the project in on the due date (absent) please have a parent/guardian call. If I do not have your paper or project/presentation on the due date and I have not spoken to a parent/guardian as to the problem I will not accept it the next day.
- Daily (weekly) homework- example: vocabulary, articles, etc... If you are absent the day homework is due, and it is not a cut it is your responsibility to have it checked the day you return. It will only be accepted that day.

## **G. ACADEMIC HONESTY**

It is expected that students will use genuine, sincere and fair means for the accomplishment of tests, tasks, papers, or projects from which evaluations of progress shall be determined. Students found plagiarizing, copying, or cheating in any way will receive consequences per the student handbook.

## **CLASS CREDIT**

Prolonged or repeated absences, verified or unverified, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in loss of credit that would count toward the high school diploma in accordance with policies of the Board.

# **DWIGHT MORROW HIGH SCHOOL CLASSROOM PROCEDURES**

\* As teacher, I pride myself on an efficient and smooth-running classroom. To achieve this, I have established a few simple procedures. As a student, it is your responsibility to learn and perform these procedures. Through these procedures, I promise you an organized and effective learning experience.

## **ENTERING THE CLASSROOM**

1. You are to enter the classroom without screaming, running or otherwise causing a ruckus. Students who do not do this will be asked to reenter as expected.
2. It is expected that as soon as you enter you should get anything you need around the room.
3. Once seated, check the front/side board for the day's work.
4. You can also use this time to briefly speak with me or make an appointment to make-up a test or get extra help.
5. If you finish the do now assignment early, work on something else quietly.

## **ARRIVING LATE**

1. When you enter the room late (with or without a pass) please do not disturb the class.
2. Simply sign your name and the appropriate information on the clipboard.
3. Print clearly and sign only your name.
4. If you have a pass, place it on the clipboard.
5. Please walk down the first aisle upon entering and walk behind the rows to your seat.

## **QUIETING THE CLASS**

1. When I need you to be quiet, I will ask for your attention.
2. "Ladies and gentlemen, eyes up here" or "please look at me."
3. You will need to be quiet - 5 second countdown.
4. If an announcement comes on the speaker or the phone rings, please immediately stop talking.

## **CLASS DISMISSAL**

1. The Teacher dismisses you, not the bell.
2. Do not start packing up prior to the bell.
3. Wait until the teacher finishes and officially dismisses you.
4. Make sure the room is clean and there is no garbage on the floor.

## **DO NOW**

1. Everyday will begin with a Do Now.
2. You will find the Do Now on the front and/or the side board.
3. The Do Now should be started as soon as you sit down.
4. Answer the questions in full sentences.

## **MISSING MATERIAL**

1. You should have your own materials every day.
2. If an emergency occurs, you may borrow from the class supply.
3. Please return borrowed materials before leaving.

## **KEEPING YOUR NOTEBOOK(If applicable)**

1. All work should be kept in a folder.
2. File the assignment in the folder when handed out.
3. Make sure your folder is neat, with no papers sticking out.
4. Check for extra paper on a regular basis.

## **FINDING DIRECTIONS FOR EACH ASSIGNMENT**

1. Read any bold print.
2. Look at the board.
3. Think back.
4. If you are unable to find the directions, raise your hand and wait for the teacher.

## **CLASSROOM LEARNING**

1. Students are to be on task AT ALL TIMES and work to the best of their ability.
2. There is no talking in class except to address the academic issue at hand.
3. Please raise your hand to get permission to speak.
2. If you have finished the assignment early, you may read or sit quietly until the class is done.

## **STUDENT ALERTNESS LEVEL**

1. I need to see your eyes: Students must be awake and alert at all times.
2. To prevent this, your eyes must be open and visible to the teacher at all times.

## **WHEN YOU ARE ABSENT**

1. Check the designated file for the weekday you missed.
2. Take what you have missed and see the teacher for further instructions.
3. This is your responsibility, not the teacher's.

As indicated in the class policies you can make-up excused absences only during tutorial. Your assigned tutorial date will be given to you by the teacher.

## **MOVING AROUND THE ROOM** (sharpening pencils, throwing out the garbage, using the bathroom)

1. Raise your hand to ask to move around the room.
2. Make good decisions, do not interrupt discussion and lecture time.
3. Dispose of recycling and garbage at the end of class.

## **USING THE BATHROOM**

1. The bathroom may only be used in emergencies.
2. A pass is needed for leaving the class.
3. Do not ask to use the bathroom the first 10 minutes and last 10 minutes of class.
4. Anyone late for any reason is late!

## **WHEN YOU NEED HELP**

*You may:*

- Raise your hand calmly and quietly.
- Please stay seated and I will do 1 of 2 things:

1. Quietly motion you to come over to me; or
2. I will come to you.

**\*\*We will not disturb the entire class during work time!!\*\***

### **HANDING IN HOMEWORK**

1. If there is an assignment due, place it in the tray marked, “*PLEASE DEPOSIT HOMEWORK HERE.*”
2. Place assignment in tray before starting the Do Now. If the tray or sign isn’t there, keep the assignment and begin the day’s Do Now.
3. If you arrive late and handing in homework will cause a distraction, sign-in, go to your seat and raise your hand when it is appropriate to do so.

### **WHEN YOU FINISH YOUR WORK**

1. Work on unfinished assignments.
2. Quietly read a book.
3. Sit quietly and wait patiently.

### **LISTENING TO AND RESPONDING TO QUESTIONS**

1. When we are having class discussions, please raise your hand to be called on and actively listen to whomever is speaking.
2. Teacher will give specific instructions when students are to call out answers without first raising their hands.
3. Ask only questions that are relevant to the lesson.
4. Please be respectful of all comments and ideas, even if they differ from yours.

### **INDEPENDENT WORK**

1. Place all necessary books, papers, pencils and other materials you will need on your desk.
2. Stay in your seat and begin working on your own as soon as you receive the assignment.
3. Raise your hand and wait until called on if you have a question.
4. No talking during independent work.
5. If you have finished the assignment early, you may read or sit quietly until the class is done.

### **GROUP/PARTNER WORK**

1. Move quickly and quietly to sit with your group/partner.
2. Turn your desk/chair to face group members.
3. Assign each member of the group a specific task.
4. Participate in the group (speak/write).
5. Listen to other people’s ideas.
6. Cooperate by letting others speak.
7. Show eye contact so others know you are listening to them.
8. If you need help, raise your hand.

### **DISCUSSION ACTIVITY**

1. Clear your desks of everything.
2. Please participate; no more than one person speaking at a time.
3. Your eyes should be on the teacher or on the person speaking.
4. Put your hand up if you have a comment. I want to hear what you have to say.
5. Make all questions and comments relevant to the current discussion.

6. If your question is off the topic, write it down and ask later.

### **TEACHER-DIRECTED LESSON**

1. Clear your desks of everything but paper and pencil.
2. Keep your eyes on me or on your paper.
3. No talking while I'm talking.
4. Raise your hand and wait to be called on to ask or answer a question.
5. Do not shout out answers.

### **TUTORIAL**

-Tutorial days = TBD

\*Tutorial is assigned to you for any of the following reasons:

- Lack of participation
- Absent from class
- Test make-up
- Additional supports as determined by the teacher

**\*YOU MUST ATTEND TUTORIAL THE WEEK IT IS ASSIGNED TO YOU! THERE WILL BE NO EXCEPTIONS!**

**Teachers  
OPEN the DOOR,  
but you must  
ENTER by  
YOURSELF.**

Chinese proverb