

2020-2021 Educational Careers Classroom Policies

CLASSROOM EXPECTATIONS

<i>Professionalism</i>	<i>Adaptability</i>	<i>Integrity</i>	<i>Determination</i>
<p>Come to class.</p> <p>Be on time.</p> <p>Be prepared for instruction with all necessary materials.</p> <p>Use your manners.</p> <p>Be respectful in conflicts (staff and peers).</p> <p>Use personal technology only when instructed.</p> <p>When visiting another class, knock and wait to be invited in.</p>	<p>Let other students learn.</p> <p>Be welcoming and include others.</p> <p>Listen carefully when others are speaking.</p>	<p>Comply with classroom and lab rules and procedures.</p> <p>Be honest.</p> <p>Submit your own work.</p> <p>Leave when your local school is dismissed.</p> <p>Take responsibility for your actions and apologize if needed.</p> <p>Clean up after yourself.</p> <p>Be kind.</p>	<p>Stay on task: Work for the entire time on the class that you are in.</p> <p>Participate actively.</p> <p>Ask questions and get help when you need it.</p> <p>Complete all of your assignments and turn them in on time.</p> <p>Use failure as an opportunity to learn.</p> <p>Challenge yourself: Do the best that YOU can do.</p>

CLASSROOM PROCEDURES

Entering the classroom

When you come in, check the whiteboard and take your assigned Chromebook from the wall. Each day there will be a welcome activity on the board for you to complete during the first 5 to 10 minutes of class.

Tardy to class

You are considered on time when you are in your seat and working on the welcome activity when class starts. You will be marked tardy if these conditions are not met. After two tardies, I will have a quick conference with you to see if we can work out a plan for getting you to class on time.

Classroom/Lab Materials Needed

You may use pen or pencil to complete assignments in class.

Leaving during class

Tell students the procedure for leaving to use the restroom (and which one to use), get a drink or food, class breaks, and/or leaving the building for an appointment. You may also refer to specific sections of the student handbook for more information.

Tracking daily assignments

Assignments should be turned in to your class's folder or via Classroom. Please do not email assignments directly to me. It is your responsibility to mark assignments as "done" in Classroom if you turn them in on paper. Whether or not the assignment is marked done will not impact your grade. Observation notebooks should be stacked in the designated area on my desk on Fridays.

Returning assignments to students

Electronic assignments will be shared back with you through Classroom. I will make comments with your grade within the document. Non-electronic assignments will be passed back to you in class. Observation notebooks will be given back to you in person. Please do not discard any graded work until the end of the semester.

Finding out grade status

You can log in to the MACC Powerschool to see your grade at any time. Please be sure to read any comments left in PowerSchool. Assignments with a dash (--) have not yet been put in the grade book. You may come see me before or after class or on a non-ELA day if you'd like to talk about your grade. Please make sure you ask your CTE teacher for permission if you will be missing a portion of their class.

Student responsibilities after an absence

If you have been absent:

- Ask a reliable classmate what you've missed, or come see me before class. Check the absent folder for extra paper copies of any assignments and/or check Classroom for work that was assigned.
- Any assignments that were due on the day you missed will be due on the day you return. Any assignments that were assigned while you were gone will be due during the next class period.
- If you are going to be absent, please email or message me through Classroom so I am aware you will be gone.
- **If you will miss a day in your local district classroom, you MUST email me in advance and also contact your mentor teacher. Failure to do so will result in a loss of points in your professionalism grade.**

Late, missing, or incomplete assignments

Assignments are accepted after the due date. No assignment during each unit/segment will be accepted after the assessment (test, paper, or project) for that unit/segment. After that point, the

learning is no longer in the proper context. Certain assignments will be designated “mandatory” and are required to complete. If these assignments are not done, an incomplete will be issued.

Communication procedures with parents and families

I will be contacting parents or guardians at my discretion. I call home for many reasons: to alert parents to missing assignments, tardies, or excessive absences; behavioral issues; to share good news about student accomplishments; and more.

You and your guardians are welcome to contact me at any time via email or phone. I will be back in contact within 24 hours.

Email: areisbig@maisd.com

This is the best way to reach me, and it's always helpful to have a record of our conversation.

Office Phone: 616.225.5771

I can be reached here during from 11:30 to 2:45pm each school day.

Cell Phone: 616.902.2104

I can be reached here any day until 9:00pm

Ending class

The loudspeaker will dismiss students at the end of the session, but in certain instances, class may run a few minutes long. This will not happen often, but when it does, I will dismiss you.

When you are dismissed, please plug in your Chromebook, put away any items, push in your chair, and leave from either door.

Academic Integrity

All students are expected to be honest in their studies. Dishonesty in completing assignments, examinations or other academic endeavors is considered an extremely serious violation of the rights of others and is subject to disciplinary action, ranging from a zero on an assignment up to a failing grade in the course. Plagiarism, the failure to give credit for ideas, thoughts or material taken from another, is cheating and will not be tolerated. Plagiarism includes using someone else's exact words, or even their ideas but not their exact words. It is a good rule of thumb that if you did not know the information before you started the assignment, you must cite your source.

CONSEQUENCES FOR CLASSROOM RULE VIOLATIONS

When classroom expectations are violated, a number of possibilities could occur. The consequences range from a loss of privileges to removal from the classroom depending on the severity of the violation.

CONSEQUENCES FOR CODE-OF-CONDUCT VIOLATIONS

Consequences for violations of the student code of conduct or other rules will be handled according to the student handbook (see Behavior Expectations and Continuum of Response charts).