**RULES AND PROCEDURES FOR LANGUAGE ARTS**

**Mrs. Ashley Smith**

(Keep this in the front of your Language Arts notebook all year.)

**CLASSROOM:**

* Come to class prepared with ALL necessary supplies.
* Attend to routine tasks BEFORE class (bathroom, sharpen pencils, ask about make-up work, etc.).
* Be in your assigned seat when the bell rings.
* Once class starts, copy homework **FIRST.**
* Unless there is an emergency, do not ask to leave the classroom (sign-out sheet).
* Only ask to go to the restroom in the middle of class if it’s an emergency.
* Raise your hand if you have a question or comment and wait until I call on you to speak. Don’t speak while I am talking or a classmate has the floor. Listening is vital to learning.
* Books in my classroom library can be “checked out” the same way books in the school library are checked out. If you want or need to borrow a book, ask me. Lost or damaged books that you’ve checked out will be your responsibility to replace.
* BYOD – Use your electronic device **ONLY** with the teacher’s permission. (RULES ON THE BACK OF THIS SHEET). There is a parking lot for your cell phone (sign cell phone contract). **NO** cell phones in the cafeteria, courtyard, bathrooms, halls, etc.!
* Leave the room as neatly as you found it. Pick up all of your things and put any trash in the trashcan. The recycling bin is for PAPER only!
* When announcements are made on the intercom, we will stop talking and listen carefully. THERE WILL BE ABSOLUTELY NO TALKING DURING ANNOUNCEMENTS.

**DISCIPLINARY ACTIONS:**

* **\*ALWAYS ABIDE BY THE HONOR CODE\***
* Consequences for disruptive behavior are as follows:

1st offense – warning/conference with student

2nd offense – phone call to parent/parent notice/email to parent

3rd offense – office referral

* Serious behavior problems may result in IMMEDIATE office referral.

**HOMEWORK/CLASSWORK:**

* Generally speaking, homework will consist of studying for upcoming tests and quizzes. Sometimes your homework will be to finish something that we started on in class.
* Write legibly using correct upper- and lower-case letters (cursive or print).
* Most work will be submitted online.
* All assignments must have your name and block.
* Use a **pencil** for all written work unless otherwise specified.
* Check assignments using a colored pen **other than black**.
* Reading logs will be optional for an extra credit weekly daily grade. They must be turned in on Fridays. Late reading logs will not be accepted.

**MAKE-UP WORK:**

* The student handbook should be consulted for absences and make-up work policies.
* It is **YOUR** responsibility to ask about make-up work and to check the Absentee folder for missed handouts. Please turn in make-up work and schedule make-up tests/quizzes in a timely manner.
* Tests/quizzes may be made up before or after school OR during the break in the middle of the day, but NOT during class time. They can also be make up during my off blocks (3rd and 5th) ONLY with permission for you 3rd or 5th block teacher.

(OVER)

**SUPPLIES for Language Arts (must have in class everyday):**

* Loose-leaf notebook paper
* binder
* dividers
* composition notebook (stays in class)
* Pencils
* Colored pen (other than black)
* Highlighter (any color)
* Assignment pad

**GRADING:**

* Grades will be averaged as follows:
	+ Minor Grades (homework, quizzes [counted twice], class work) – 34% of total average
	+ Major Grades (tests, most writing assignments) – 66% of total average

**Electronic Device Do’s and Don’ts**

* **Don’t** get out your device without the teacher’s permission.
* **Don’t** get on a social media network (Facebook, Instagram, etc.) EVER at school.
* **Don’t** call or text without the teacher’s permission.
* **Don’t** take pictures/video without the permission of the teacher and everyone involved in the picture/video (This will rarely be allowed).
* **Don’t** use your device on the courtyard, lunchroom, hallway, bathroom, etc.
* **Do** use your device for educational purposes such as reading a book, looking up information, etc. (with teacher’s permission).
* **Do** make sure that your device is on silent at all times.

**\*Disobeying any of these rules can result in the termination of your use of electronic devices for the remainder of the school year.**