

# *Mrs. Lopez's Classroom Rules and Procedures*

Dear Parents, Guardians, and Students:

Welcome Back! I hope you have enjoyed your well-deserved summer vacation. I am very excited about starting a new school year and being a partner in education with you at Biloxi High School. I expect this year to be challenging, rewarding, educational, and fun! As always, in any classroom, there need to be rules and procedures that students and parents are made aware of. Please allow me to explain my policies, rules, and expectations. This way, you know what to expect of me and what I expect of you.

## Course Requirements

*Students will be required to pass the State Algebra Exam administered at the end of this course in order to GRADUATE.*

## Classroom Expectations

- Be on time and prepared to learn
- Be on task
- Respect the classroom, your peers, and yourself
- Be responsible for your own learning
- Keep your cell phone away

## Discipline

- When a student is being disruptive, they are not only being disrespectful to me, they are also interrupting the learning process of others. Disrespect, insubordination, harassing others, horseplay, etc. will NOT be tolerated. Students are responsible for their actions.
- If a student chooses to disregard the rules, the punishments are as follows:
  - 1st Offense: Warning
  - 2nd Offense: After-school Detention/Parent Contact
  - 3rd Offense: 2nd After-school Detention/Call to parent
  - 4th Offense: Office Referral

\*Please note that some offenses such as skipping, cursing, and physical threats are immediate referrals\*

## Classroom Procedures

I. Come prepared to class. This includes bringing the following:

- 3-Ring Binder
- Loose-leaf notebook paper
- Writing Utensils
- Completed Assignments
- An UPBEAT/GREAT Attitude!

(These materials are needed by Monday, August 10th, 2020)

## 2. Make-up Work

- Students are expected to take responsibility for their make-up work. Upon return, students are to check the Google Classroom for assignments that they missed.
- Students will need to sign up for after school via Google Classroom to make up Quizzes and Tests.

## 3. Grading:

- Students need to give their very best effort at all times! Grades are earned, not given! I DO NOT give extra credit.
- INow: In general, I grade students' work within a couple days if not the day of. This means that most grades will be updated in INow by the end of the week that it was assigned. Please make sure to check your child's progress as well as encourage your child to monitor his/her own grades. (Please contact the front office to get your INow login information.)
- Communication: If your child is in danger of failing my course, he/she will receive a current grade with an allotted space for the parent/guardian signature. This is to be signed and returned to school. The grade is my way of communicating to the parent about the possible failure! It is essential that the student do his/her part in getting the sheet signed and returned! Any other grading/progress issues will be addressed by phone/e-mail.
- Reteach-Retest Policy: the school's reteach retest policy is one per subject per 9 weeks. The student must do a reteach retest within 10 school days of getting their grade.

## 4. General Classroom Expectations:

- While teaching, I expect everyone to remain in their seats, listening carefully, and working hard. During these times, NO talking should occur. A student may discuss a topic with friends or me during designated/appropriate times. This includes when they are called on, group work, and/or class discussions.
- Students are not to sharpen pencils or throw away trash in the middle of class. It is expected that upon entering and leaving my room, they will complete these tasks.
- ALL technology (computers, calculators, etc.) provided by the school should be treated with the utmost respect. Anyone mistreating the use of technology will lose his/her privilege to use them.
- Cell phones or other electronic devices are NOT permitted in my classroom. Any student caught with a cell phone (texting or calling) or any other electronic device using it in any inappropriate way will be given the choice to take a detention or I will collect the device only to return it when the student seeks to get it back at the end of the day. It is best if the student leaves any electronic device at home or in the locker during the school day. If cell phone use is a recurring issue, then a detention will automatically be given.

- Masks should be worn **AT ALL TIMES** in my classroom. I will remove my mask to teach at my board ONLY if students are struggling to hear and understand me.

Abiding by these rules and procedures will help your year (and mine) go along more smoothly. I ask that you and a parent/guardian sign on from the google form link below.. This will be the students' first assignment. The form will need to be returned no later than **FRIDAY, AUGUST 7th, 2020**, along with any other forms sent home.

<https://forms.gle/XcVdQbv84cURthdz6>

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Thanks Again!!!

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