

# Mrs. Knue'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! This will be given sometime between the middle of April and the beginning of May.*

## 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 + earphones away unless instructed by teacher to use it for class task

## 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 - 15 minutes on a Tuesday
  - 3rd Offense: 2nd After-school Detention/Call to parent - 30 minutes on a Tuesday
  - 4th Offense: Office Referral

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

## Classroom Procedures (These materials are needed by **Monday, July 31st, 2023**)

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

- 3-Ring Binder - You may share this with other classes, but please have a tab to mark the algebra assignments together with.
- Loose-leaf notebook paper
- School issued laptop with the charger - Once given to you by the school.
- Writing utensils - preferably pencils and a highlighter

## 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 have 3 weekdays to complete make-up work. If more time is needed, please have them discuss it with me in class.

## 3. Grading:

- Students need to give their very best effort at all times! Grades are earned, not given! .
- SAMs: In general, I grade students' work within a couple days, if not the day of. This means that most grades will be updated in SAMs 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 login information.)
- Communication: If your child is in danger of failing my course, or has failed a test, he/she will receive a current grade/ test failure note 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. They must sign up to do the reteach/retest and stay for after school tutoring on a Tuesday in order to do so.

## 4. General Classroom Expectations:

- While teaching, I expect everyone to remain in their seats, listen carefully, and work 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, throw away trash, get a calculator or other materials in the middle of class. It is expected that upon entering and/or leaving my room, they will complete these tasks. Directions on materials needed will be posted on the board each day.
- 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.

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 below. This will be the students' first assignment. The form will need to be returned no later than **MONDAY, July 31st, 2023**, along with any other forms sent home.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Thanks Again,  
Charlotte Knue  
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Foundations of Algebra Teacher  
Algebra One Teacher  
Head Dance Team Coach