

Mr. Jones's Classroom Rules and Procedures

Dear Parents, Guardians, and Students:

Welcome Back! I hope you have enjoyed your 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
- No headphones allowed on in the classroom

Phone Policy

- Students are not allowed to have their cellphone in my classroom.
- Students will be given one warning and then the phone will go inside the pocket holder in my classroom until the end of class.
- Failure to place a phone in the pocket holder will result in disciplinary action according to the school wide discipline ladder (listed below).

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

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

- Spiral notebook and Folder
- Writing utensils - mechanical pencils, pencils, pens
- Completed Assignments

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.
- Handouts, notes, and paper assignments will be found in the absent folder for their class period and are expected to be retrieved at the beginning of class when they return.

3. Grading:

- Students need to give their very best effort at all times! Grades are earned, not given! .
- SAMS (where grades are posted): 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 SAMS 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.

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/or 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.

**Abiding by these rules and procedures will help your year (and mine) go along more smoothly.
Let's have a great school year!**