

CLASS EXPECTATIONS

Mrs. M. Williams-Wiggins
FALL 2017

Room: H15
Email: mtwilliams@ecpps.k12.nc.us
Phone: 252-337-6880 ext. 331

GRADES

75% of your final grade comes from your 1st and 2nd 9 weeks course grades of the semester:

- 25% Tests
- 25% Projects
- 35% Classwork (assignments)
- 15% Activities (bell starters, quizzes, in class reviews and notebook/study guide checks)

****Point deductions for assignments turned in late with the exception of excused absence guidelines and IEP accommodations.****

25% of your final grade comes from your final exam for this course:

- VoCat Test: CTE Post Assessment, state mandated test given to all students who take this course in the state of North Carolina.

CLASSROOM PROCEDURES

- Students tardy to class are required to sign in on the tardy sheet
 - 1st Tardy: WARNING
 - 2nd Tardy: PARENT PHONE CALL
 - 3rd Tardy: TEACHER DETENTION & PARENT PHONE CALL
 - 4th Tardy: ADMINISTRATIVE DETENTION & PARENT PHONE CALL
 - 5th Tardy or more: (OSS) OUT OF SCHOOL SUSPENSION & PARENT PHONE CALL
- Over 30 minutes tardy constitutes an unexcused absence
- 5 unexcused tardies equals 1 unexcused absence
- Students who miss more than 10 days (excused or unexcused) in any class no longer receive credit for that course without completing an Appeals Form. **Students will receive an absence letter mailed home from the teacher upon receiving 3, and 5 absences. The letter will be sent regardless of whether the absence is excused or excused.**
- Students must submit a signed note from a parent with a legitimate reason for an absence to be excused
 - It is your responsibility, as the student, to make up work within **ONE WEEK** from the day returned from any absence! It is your responsibility, as the student, to meet with me to reschedule a time and dates to complete make up quizzes and tests! When absent, students will need to collect missed work from the Absent Bin and sign off that you have it.

EXPECTED STUDENT CONDUCT

- When the bell rings students should:
 - Be in their assigned seats, **without** book bags, have their notebook out & completing their daily bell starters
- Students are responsible for keeping their desk, computers and the classroom clean at all times
- Students **must always** have a pass in order to leave class (personal matters should be handled between classes)
- Cell phones need to be on silent/ vibrate & put away to not be a distraction. **NO texting, making calls, receiving calls, taking pictures, recording messages, listening to music, playing games or surfing the internet!**
- Students are expected to:
 - Be attentive and participate in class which includes asking and answering questions
 - Turn in all assignments on time (**Late assignments will be penalized 10 points per day**)
 - Work together cooperatively to help maintain a positive learning environment
 - Disruptive behavior will not be tolerated and will be handled according to the student handbook
 - Students are to remain in their seats until the bell rings

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SAFETY

Fire Drill: Students should proceed out of the classroom, down the stairs, make a right & exit the building, walking pass the bus parking lot. Students should exit and return in an orderly fashion and remain with the class at all times.

Tornado Drill: Students will exit the classroom, down the stairs, line up between Rooms B18 and B23.

COMPUTER USAGE

Having computers in or classroom is a great advantage that supplements our learning. They are a privilege that must come with rules in order for us to keep using them.

- Students **CANNOT**:
 - Play games or listen to music during assignments and without permission
 - Be on sites that have been blocked from school
 - Surf the Internet during assignments
 - Download anything
 - Look at or print inappropriate material
 - Print material that does not relate to this class
- Failure to adhere to these rules will result in either a deduction in assignment/participation grade, discipline action and possible removal from the computer.

HALL/BATHROOM PASSES

- Students are asked to use the bathroom in between classes. If it is an emergency, students will be asked to turn over their cell phones/IPODs before going to ensure student returns in a timely manner. Student cannot leave class without a pass. Students **are not** allowed to go anywhere else that a pass is requested and designated for, including stopping by other classrooms.

MATERIALS NEEDED EVERY DAY FOR CLASS

- Loose Leaf Paper
- Pens and Pencils (-3 points to borrow one from the teacher)
- Notebook: 2 inch, 3 ring binder **OR** 3 Prong Folder with Pockets
- 5 Dividers (Optional)
 - Course Information: Syllabus & Outline
 - Bell Starters
 - Notes/Study Guides
 - Graded Classwork
 - Graded Quizzes
- Kleenex
- Personal Hand Sanitizer
- Clorox Wipes/Baby Wipes

****Note:** If you choose to leave your notebooks/folders in my class and it goes missing, you are still responsible for your assignments.

Please sign this stating that you have read and agree to this document and return it as soon as possible!

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____