

Dr. Coffman
English III/IV/Am. Lit.

Classroom Procedures

Arrival: You need to arrive on time and be in your seat when the bell rings. Check the board for Do Now.

Tardies: Accumulating four or more tardies will result in a referral to the office. If you are late to first block, you will need an admit from the office. If you are late because a teacher, counselor, administrator, etc. held you, then bring a pass from that person.

Dismissal: Continue working until the bell sounds at the end of class. Do not begin packing your belongings until that time.

Absences: If you are absent, you will need an admit slip from the office upon returning to class. Please give the slip to me for me to initial. If I fail to return your admit slip, please remind me when leaving the classroom.

Make-up Work: After an unplanned absence, you will need to check with me for make-up work without interrupting class. You may arrive a few minutes early to class, stay a few minutes late, or consult me during independent seat work time or after school. You can also check the class website for assignments and handouts. Make-up work must be submitted in a timely manner. If you know you will absent (e.g., school-related absences/activities, family trips, etc.), please meet with me to obtain work prior to the absence. Planning for known absences can assist the student in staying caught up. If an assignment is made prior to an absence, the student should expect to turn the assignment in upon return; this also includes taking quizzes or tests that were known about prior to the absence and for which no additional instruction has occurred. When grades for an assignment are entered into PowerSchool, a zero will be entered for any missing assignment until it is made up. This procedure provides more incentive to make up the missing assignment in a timely manner and a more accurate representation of the impact of not making up the assignment. Additionally, once the assignment has been made up, the student's average can only improve. While the impact of a zero can be disconcerting, just know that this impact is only temporary, assuming the student makes up the assignment.

Discussion: Everyone should *contribute* to class discussions. Show respect for others at all times (making eye contact, nodding, not interrupting, using appropriate body language, etc.). If you have a contribution to make to a discussion and no one else is speaking, you may do so by simply beginning to speak; however, if someone else is speaking, please raise your hand to indicate that you wish to have an opportunity to speak.

Assignments: The syllabus will be posted on the school website each Monday for the week. You should refer to it regularly. Plan ahead. Schedule time to work on long-term assignments, to read novels, to study for tests, etc. Know when assignments are due, and have them ready at that time. Be sure to head your assignments. Keep graded assignments in your binder until the end of the semester.

Turning in/Passing back: Each class has a designated tray for turning in papers. Some papers will be passed up to me, but often I will instruct you to put assignments in “the tray.” Be sure your paper has a heading (Name & Date) and be sure to place it in the correct tray. Under no circumstances should you go through the papers in the tray. Once I have graded your work, I will place it in your folder. Folders are located in the file boxes near the door. At an appropriate time, you may check your folder for any returned papers. Once a paper is in your folder, it is yours to keep. You may remove papers from your folder & keep them in your binder so that you’ll have them for future reference (e.g., to study, to clarify a grade).

Materials: Bring necessary materials to class—books, folders/binder, paper, pens, pencils, homework, etc. Because space in the classroom is limited, please leave your backpacks in the hall.

Cell Phones: Cell phones should be *put away* (i.e., not sitting on your desk, between your legs, etc.) unless explicit permission has been given to use them (e.g., to assist with an assignment).

Group Work: Listen to all instructions before getting into your groups. After you have been given an opportunity to ask clarifying questions, I will instruct you to move into your groups. Move promptly, begin the assigned task, and use your time wisely. Each person in the group should contribute to the group’s product. Students should stay in their assigned groups and should maintain appropriate volume. Be observant of time.

My “Stuff”: If you use something that belongs to me (e.g., stapler, hole puncher, scissors), please return it neatly to its proper place. If you would like to use something that is on my desk, please ask me first. Students should not go behind my desk for any reason.

Cleanliness & Food/Drink: You may have drinks with lids/caps in my classroom. (If you spill, please clean it up.) You may discreetly chew gum or other candy/food in my classroom; however, if I feel that this becomes distracting or if you do not clean up after yourself, these privileges will be taken away. Please be sure your work area is clean before leaving each day. Throw trash in the trash can by the door at appropriate times.

Restroom & Signing In/Out: If you need to leave the room for any purpose (restroom, counselor, office), you need to sign out on the sheet near the door and then sign back in when you return. The restroom pass hangs on the hook at the door. Take this if you are going to the restroom and return it to the hook when you return. Only one student will be allowed to go to the restroom at a time. Please minimize trips outside of class. Take care of business before school, after school, during breaks between classes, etc. To indicate that you need to use the restroom, hold up two fingers, a.k.a. the peace sign, to minimize the interruption to class discussion. Students who abuse bathroom privileges (e.g., too frequent or lengthy trips, loitering, horseplay) will not be allowed to go.

Grading: A ten-point scale will be used for daily assignments. (Your papers may say “8.” This means 8 out of 10 points were earned. A check mark means full credit was earned.) Other grades (test, quizzes, writing, projects) will be percentages of 100. More information about grading is given on the course syllabus.