

## **Mrs. Kenney's Classroom Policies and Procedures**

Hello, and welcome!

In order to ensure that our classroom runs as smoothly as possible, I would like to make you aware of some expectations that I have for this year. The top priority in my classroom is that every student has an opportunity to participate and to be treated with respect.

I believe that as middle school students, you are old enough to take responsibility for your words and actions. As such, I expect my students to value and practice these behaviors:

- ❖ Show kindness and integrity
- ❖ Listen to what others have to say
- ❖ Come to class prepared, and use class time wisely
- ❖ Keep the classroom clean, put things back where they go, and do not remove items from the classroom without permission
- ❖ Keep a positive attitude, avoid negative comments, and voice concerns in a respectful manner

I fully expect that these behaviors will be practiced at all times. If you choose to act in a manner not in accordance with these expectations, you will receive one verbal warning. If the inappropriate behavior continues, consequences will be administered accordingly.

Furthermore, the classroom should be a safe environment, where students can focus on learning without fear of being treated poorly or unfairly. I have a no tolerance policy for cheating, bullying, gossiping and lying. These offenses will incur disciplinary action immediately.

### **CLASSROOM PROCEDURES**

- 1) Please get to class on time. We will start the lessons right away. Tardiness is an interruption, which is inconsiderate toward your classmates and me.
- 2) When you arrive in class, please sit in your seat and work on the bell work. If there is no bell work posted on the board, take out your homework from the previous night or sit quietly and wait for instructions.
- 3) You should be prepared for every class. However, if you forget your materials, I have extra that you may borrow. Please ask at the **BEGINNING** of class only. Do not interrupt a lesson to ask for a pencil, calculator, etc. Repeatedly coming to class unprepared will result in disciplinary action.
- 4) I expect that you will be quiet and listen while I am speaking, as well as while other classmates are speaking. If we are doing an activity that requires you to be out of your seat, I expect that you will stop talking and follow directions as soon as you hear me call for your attention.
- 5) Homework should be completed before class begins. Assignments that are submitted late will be reduced by one letter grade. Assignments submitted more than two days late may result in a grade of "0." All graded assignments must be submitted before your report card will be issued.

- 6) If you are absent, you are responsible for completing the work that you miss. Daily assignments will be placed in the make-up folder. You are responsible for checking the make-up folder and completing your missed work without me having to remind you. You will have as many days as you were absent to make up missed work.
- 7) If you are struggling with a concept, it is very important that you let me know right away. You may talk to me after class, so that we can work out a plan to help you understand and keep you from falling behind. I will not provide opportunities for test retakes or leniency on homework to students who did not at least make an effort to get help. Do not wait until the day of the test to tell me you didn't understand something.
- 8) Please complete all assignments in PENCIL. Any assignment completed in pen will be reduced by one letter grade.
- 9) During certain lessons and activities, I may provide food or treats. Otherwise, please be considerate of others by not eating or drinking during class time.
- 10) Please refer to the student handbook for new policies and procedures regarding cell phones and other electronic devices.
- 11) The bell does not dismiss you. I dismiss you! Do not pack up your bags, get up from your seats or leave the room until I indicate that you may leave.

Please let me know as soon as possible if you have any questions about these expectations and procedures, or any condition that may prevent you from abiding by these guidelines. I'll be happy to discuss possible accommodations. I'm looking forward to an excellent year!

-Mrs. Kenney

**Please keep this copy for your reference**

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-Mrs. Kenney

**Please sign below and return no later than Friday, August 16<sup>th</sup>.**

I have read the above rules and procedures. I understand what is expected of me and agree to abide by these guidelines to the best of my ability.			
<b>Student Signature</b>		<b>Date</b>	
I have read the above rules and classroom procedures. I understand what is expected of my child. I agree to cooperate with Mrs. Kenney to ensure that these guidelines are followed and to communicate any concerns or questions to Mrs. Kenney directly and in a timely manner.			
<b>Parent Signature</b>		<b>Date</b>	
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