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Education Field Experience EDUC 230-02

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Classroom Rules and Procedures

This handout will outline the basic everyday expectations for our class. As you are all High School students I expect you to already know how to behave during a lesson, however, we will review the basic behavioral rules as well. Since you are in High School as a class we will decide what our fifth rule will be. Keep in mind that even if these rules do not list some behaviors, such as not using cell phones in class, you still must obey the school rules regarding this behavior. While we create our fifth rule we will also go over the school rules.

Our Classroom Rules

* Ask permission to leave the room
* Always clean up after yourself
* Have all required materials with you
* Be kind and courteous to fellow students, the staff, and the faculty
* [To be determined]

Each of these rules is important to our classes going smoothly so below I have outlined a few consequences and rewards for following these rules. Be sure to pay attention as some are individual and some are for the class as a whole.

Consequences of not following these rules:

* A verbal warning and reminder for of the rules for a small infraction.
* Exclusion from an activity such as a review game. You will sit away from the other students so you can watch and thus review the knowledge but you will not be allowed to become involved. It you continue to disrupt the class you will be sent out of the room.
* A phone call or email sent you your parents to discuss your behavior.
* A detention
* Sent to Principal’s office which will likely also result in a Parent-Teacher Conference.
* Suspension for major behavioral issues.
* In some cases if the class is disruptive some fun activities may can canceled as a whole or additional assignments may be given.

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Rewards for following our rules:

* If a pattern of good behavior is evident I will send a message to or call your parent/guardian to inform him or her of how well you are doing.
* If the class behaves for several days than there may be a short amount of ‘free time’ at the end of a lesson. During this time you will be allowed to talk and use any classroom computers as long as the content is school appropriate. Likewise you will not be given permission to wander around the school.
* If a pattern of good behavior is evident throughout the marking period, then the class may earn a small party on the last day of class. Starting on the last month of class (30 days before the last day) I will post a blank calendar. On each day I will draw a smiley face (good day) or an X (not so good day). If two days before the end of the semester to good days outnumber the bad we will begin planning our party. However, if behavior is extremely bad in those last two days the party could be canceled. We will discuss this further as a class.

Our daily plan:

We will begin our days with a short do now. This may be questions from the text, a worksheet I will hand out, or answering questions from the board. During this time you are to be quiet and ensure any materials you need for the day are easily accessible from your bag.

After the do now, I will check to see if your homework was done if any was assigned. We will then go over the do now and then review the homework.

Once these two aspects of our day are finished we will move into our lesson. If we have any presentations or projects due this is when they will be presented. Otherwise we will move into taking note and activities. It is rare that we will have a long block of note taking. Generally we will alternate within a lesson from taking notes, to class discussions of the topic, to activities.

Near the end of class we will have a short review exercise that will require you write. This will generally be only a few sentences long and will be handed in before you leave for the day. While the class finishes up this short assignment I will post or handout what the night’s homework will be.

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There are some standards and set outlines for assignments assigned in this class.

For example there is a standard heading for all essays and project summaries:

[Your Name]

Miss Davis’s [Class Title]

[Date]

[Assignment]

Each typed assignment is to be Times New Roman font in size 12. They should also be double spaced and meet the length requirement or points will be taken off.

Assignments must also be handed in when they are due. As stated in the welcome letter gave you if you do not have your homework when you enter the class you will have a short time to finish it, which will occur during the do now time given. However, you must still complete the do now as well. If a longer assignment such as an essay is late points will be taken off for each day it is late, equivalent to half a grade level. For instance of day late the most you could earn is an 95, two days a 90, and so on. Once you hit a maximum grade of 60 I will not accept you assignment without prove of a major medial emergency or family crisis. This will require your parents contact me as I will inform then once your assignment reaches four days late (a maximum grade of 80 at that point).