**Mrs. Goetting’s**

**Classroom Rules**

**Rm 1097**

**Journalism**

**Herrin High School**

**2016-2017**

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Google Classroom: \_\_\_\_\_\_\_\_\_ (write down your class code here) Remind: \_\_\_\_\_\_\_\_\_\_\_\_ (write down your class code here)

**Classroom Rules:**

* Respect yourself, others, and the learning environment.
* Homework is collected at the START of class.
	+ All homework turned in after will be considered LATE.
* If you are absent, YOU are responsible for obtaining the missed work.
	+ Please be punctual & responsible with each absence
* Come to class prepared!
	+ Homework, book, paper, pen/pencil, etc.
* Students are expected to come to class on time, every time.
	+ (Tardies = 1 lunch detentions : 3 Tardies = ACR)
* Passes are given after lecture and homework has been assigned.
	+ NOT BEFORE CLASS OR DURING, do not ask.
* Food and drinks are NOT allowed during class unless provided by the teacher.
* The rules outlined in your school handbook are to be followed at all times.

**Grading Scale:**

100 - 90 = A 69 – 60 = D

89 - 80 = B 59 – below = F

79 – 70 = C

**GRADES:**

OBJECTIVE: Students will be able to comprehend literature, poetry, grammar, and plays with a greater ease than the previous year and they will be able to apply it in future years.

The student’s final grade will be determined by considering the following:

* Attendance (you must show up to learn the material)
* Homework/ Class Projects
* Tests/ Quizzes
* Class Participation

GRAMMAR: 2 *mandatory* book reports, essays, homework, quizzes, projects, tests & class participation.

LITERATURE: Essays, homework, readings, projects, quizzes, tests & class participation.

**Class Work Make-up Policy:**

(The following pertains ONLY to an EXCUSED ABSENCE!)

*Homework:*

It is YOUR (the student’s) responsibility to find out any assignments that were missed on the day(s) you were absent. (This includes school-related absences.) You have ONE day for every day missed to turn in the missed assignments**. \*No exceptions… Plan your work and Work your plan.**

*Tests:*

If absent one day before the test/quiz, you WILL be expected to take the test/quiz as scheduled. **\*Any exception must be arranged with me PRIOR to the start of class that day.** Missed tests & quizzes must be made up before the next unit of teaching ends or it will become an automatic ZERO with no chance to make up the test.

**\*Make-up tests are taken before or after school, and by appointment only. Tests will not be made up during the class period. This is because you have already missed enough class time and any missed class work must be completed on your own time.**

\*If work is not submitted within the allotted time, I will NOT accept it.

School is important. I will always help you, but I will hold you accountable. No exceptions.

**Papers/Book Reports:**

Compositions *will* be accepted late. **Each** day the composition is late you will be docked **ONE letter grade** (approx. 20% deduction per day late). Only students with an excused absence will be allowed to turn in their compositions the day they return without fault. If the student is at school the day the paper is due, then he/she is expected to turn in the paper or it will be considered late.

**Hall & Bathroom Passes:**

* Passes are only given AFTER lecture and homework has been assigned.
	+ You are expected to use the time between bells to take personal breaks.
* You MUST have an agenda to utilize a pass. **No agenda… No pass.**
* You will be given 3 bathroom passes *per semester*.
	+ After these have been used, no passes will be given.

 (Disclaimer: students may choose to take a lunch detention to use the restroom.)

**EXTRA CREDIT:**

* In this class we have a few options for extra credit. No other form of extra credit is given.
	+ You are allowed to receive extra credit two times per quarter.

 (That’s four times per semester.)

 This will be added into the grade book under “extra credit”

* + - The following are accepted items for extra credit:
			* Kleenex (1 box)(Puffs or Kleenex brand): 10pts
			* Pencils (12 pencils): 5pts / (24 pencils): 10pts
			* Expo Markers (min. 5): 10pts
			* Loose Leaf Paper: 5pts
	+ We do a Pre & Post test at the beginning and end of each semester and while you will receive a grade for the Post Test, I assign extra credit points for just taking this test with effort.

**8th HOUR:**

* I do have an 8th hour program that we have built for students failing the class.
* Students will be notified the Friday before or the Monday of the week they are to attend this academic detention (also known as 8th hour).
* If a student does not show up to this assigned time, he or she will be given an after school detention for skipping their mandated tutoring.
* This is put in place to aid in declining student failures and promotes student responsibility.
* It’s our way of making sure you succeed

**Office Hours:**

* If you need to contact me for ANY reason, please do not hesitate.
* I will be available 30 min before the start of the school day and until 3:30 Monday-Friday, with the exclusion of school holidays.
* It is easiest to reach me via email at s.goetting.hhs@gmail.com or via Remind App for your (or your student’s) assigned class.
* I will always respond back within 24-36 hours depending on the season.
* You can find information regarding your (or your student’s) class on my Weebly website or on Google classroom, please see above information.
* If you need to schedule a makeup test or homework help session I am available after school until 3:30 and during my prep period, 4A. Please schedule in advance! ☺

**CLASS PROCEDURES:**

* Come into class before the tardy bell rings.
* Go directly to your seat and get your assignments or books/pencil/paper ready.
* Remember you are now in a classroom and outside/hallway voices cease.
* Be quiet. Be respectful.
* You will find the day’s objective and assignments on the board under your class label if you are curious as to what we will be doing that day.
* We do not wait at the teacher’s desk to ask a question before class begins. Wait until the end of the class period to do this. \*write yourself a note if you feel you will forget.
* If you were absent the previous day(s), you are to check the absentee crate for anything you missed, PRIOR to the tardy bell. (You may ask how to do the assignment after class)
* I will collect the previous day’s assignment immediately following the bell, then take attendance, THEN we will begin the lesson on the board.
* I have found that a class goes smoothly when all students work together and maintain a level of respect for each other and the learning environment. This means when a lesson is being taught it is expected that each student focus, pay attention, and control urges to act out for a laugh (ie. Attention). Most of my classes have a really good time throughout the learning process. Only classes that choose to disrupt the lesson will find themselves dreading class. ☺ ☺ ☺
* We wait to pack our belongings until the bell rings, unless I have instructed you to do so before.
* When you leave be sure to return any borrowed supplies and check to see that you are leaving your desk area clean for the next student. Failure to do this will result in loss of privileges to borrow supplies and will be the last student to leave the classroom the following day.

**Electronic Device Policy:**

It is my policy that electronic devices MAY be allowed in my classroom this year under specific rules. Students are only allowed to utilize devices AFTER all work and lectures have been completed and the student is NOT performing poorly in the class OR have any missing assignments. If any of these rules are violated the device will be confiscated and may be picked up at the end of the day. If student becomes defiant of these rules disciplinary action will be taken according to the extremity of student’s behavior. There is no wiggle room with this rule. It is black and white no grey area.

These devices include the following: Kindles, iPads, iPods (brands may vary).

\*\*Rubics cubes are NOT allowed in this class as they are a distraction to other students that may still be working. If you have one just make sure it is not out while you are in this classroom.

\*\*\* Discipline will be consistent and unbiased. If you find yourself at fault, accept the punishment and do better next time. I enjoy a fun atmosphere, but will NOT tolerate disrespect and disturbances. \*\*\*

**Academic Integrity:**

*It is expected that ALL student work is original; homework assignments, projects, lab reports, papers, tests, and other student work are all included in this expectation. Students should always be mindful to distinguish their own ideas and work from information found in outside sources. The term “sources” includes primary and secondary material published in print or online or any information/opinions gained directly from other people. Students who submit work that is either not their own or without giving credit to the work’s sources will be subjected to disciplinary action defined in the student handbook.* For example, I used Mrs. Taylor’s description of academic integrity. ☺

**What is Plagiarism?**

Definition: *In an instructional setting, plagiarism occurs when a student deliberately uses someone else’s language, ideas, or other original (not common knowledge) material without acknowledging its source.* This definition applies to published texts, online, manuscripts, or the work of other students.

**Cheating/ Plagiarism Examples:**

Academic dishonesty (cheating) is not tolerated. It is punishable by the rules in the student handbook and as deemed by the individual classroom teacher. Academic dishonesty is defined as, but not limited to the following:

* Copying another student’s homework or allowing another student to copy your homework.
* Discussing test questions with another student who has not yet taken the test/quiz or getting test questions from someone who has already taken the test/quiz.
* Turning in someone else’s work from another class, including previous students’ papers, or from another teacher with the same assignment.
* Copying text from any source (internet, book, magazine, etc.) and turning it in as your own. Citations must be included within the text of all researched work.

Copying answers from another’s paper while taking a test/ quiz in class or outside of the class.

* Using an aid (cheat sheet, writing answers on desks or your person, pen/pencil, notebook, or any other written, verbal or non-verbal communication for oneself or another student’s use, talking to another student, using a cell phone or other electronic device to take a picture of or text information to another student, or any other method of receiving answers) while taking a test/quiz or other instructional materials.
* Taking materials from a teacher’s desk, filing cabinet, or other places where classroom materials are stored.

**The result of any behaviors listed above will result in a grade of zero for the assignment. This punishment is applied to all people found involved in the process, and the student(s) will not be allowed to make up the assignment, test, or paper. In addition, the student(s) will be subject to the school’s policy for handling academic dishonesty issues.**

**Agreement of Contract:**

By signing the lines below, you are saying that you understand and have no further questions about the rules and expectations that you are required to follow throughout this 2016-2017 school year. Breaking any of the rules that have been outlined within this syllabus will result in disciplinary actions.

\*Refer to pages 8-10 within the HHS Handbook for further explanation and personal responsibilities.

Note: Once you & your parent(s) / guardian(s) have signed below, turn it in! **(Worth: 10 pts)**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_