



THE VILLAGES HIGH SCHOOL

MANAGING THE CLASSROOM ENVIRONMENT

Dr. Amber Henderson

I. BEHAVIOR STANDARDS

This classroom is a workplace, a learning environment that requires a business-like atmosphere. The goal is to create a place and atmosphere where you, your fellow students, and I can work and learn together. Every individual student shares in the responsibility for maintaining a climate where everyone's work and efforts are respected, supported, and encouraged, and where everyone respects the need to concentrate in order to create quality work and meet high standards.

As students in our learning community, you are expected to:

- 1. Help create a courteous, cooperative atmosphere where everyone can concentrate on his/her work.*
- 2. Take responsibility in making decisions regarding your work.*
- 3. Keep your mind focused on your work and work hard all the time.*
- 4. Be polite, courteous, and considerate of one another and one another's space at all times.*
- 5. Support, encourage, and assist your fellow students in their learning.*
- 6. Come to class on time every day and be prepared to participate actively.*
- 7. Use behavior and language at all times that is appropriate to school.*
- 8. Talk in a respectful, conversational tone and listen courteously when other students are talking or when the teacher is addressing the class or asking questions.*
- 9. Respect the speaker, whether it is the teacher, another staff member, or another student. Do not talk while another person is addressing the class.*
- 10. Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.*
- 11. Do not eat in the classroom. Drink only bottled water.*
- 12. Turn in your cell phones into the phone locker*
- 13. Comply with VHS dress code policy.*
- 14. Comply with all district and school expectations and regulations.*

II. CLASS PROCEDURES

While every day can vary some in terms of agenda, the following is a summary of some of the procedures this class will routinely follow:

- 1. Entering the classroom:** You are to enter the classroom quietly and be in your seat when the bell rings. Pick up any handouts, complete your bellringer and review the lesson's learning goals, expectations and/or scale.

2. **Bellringer:** Every class will begin with a bellringer. As soon as the bell rings to signal the start of class, look to the board in the front of the room for any written or verbal instructions to begin your work. (If you are absent, you are still responsible for completing the question you have missed. Do not leave it blank or write absent.)
3. **Restroom/Water Fountain Use:** Please use them between classes. You will only be permitted to use the restroom during class in the case of an emergency or if you have documented medical needs that require more frequent restroom visits. ID's need to be present and worn at all times.
4. **Leaving the classroom:** Do not pack up or leave your seat until I **dismiss the class. I will dismiss you;** not the bell. Also, once class begins, no students are permitted to leave the classroom without permission under any circumstances. Passes are required as well as signing out if you should need to leave the room at any time during class.
5. **Absences Make-up Work:** Whether the absence is excused or unexcused, you can make up homework, classwork and tests. It is your responsibility to make up any missing assignments within three (3) days of your return to school. When coming back from an absence, check Google classroom for missed work or absent folder for paper(s) required to complete missed work. There you will find what we did in class while you were absent. If after visiting this page, you still have questions and/or doubts; feel free to speak with me **before or after school, not during class time.** You are welcome to use the Media Center computers before or after school. **Regarding make-up work,** on the top corner of your paper write down your name, subject, class period, and the date of when you were absent. Also, if you are absent due to an out-of-school suspension, you need to submit work that was due on your day(s) of OSS or work that was assigned on your day(s) of OSS on the day of your return. You will receive full credit for this work if submitted when you return.
6. **Make-Up Tests:** If you are absent for a quiz or a test, come prepared to take it on your return to school. If you have been absent from school for several days and you feel that you are not prepared, please see me to schedule a make-up date. **It is your responsibility to contact me in order to make up a test. Also, papers and projects that were assigned a week or more prior to your absence will still be due on the assigned due date regardless of whether you are in school. If you are absent on such a date, it is your responsibility to submit homework or project via email or by having someone deliver your work to school on the due date. (Communication is the key). Also all materials taught the day of your absence from school will be on Google Classroom.**
7. **Tardies and Late Arrivals:** If you arrive tardy to school after the bell rings, you should report to the front office for an admit slip. If you are more than a minute late, you will be categorized as being somewhere in the building without permission or be documented for a class cut. If you arrive to class one second after the bell rings to signal the start of class, you are considered tardy.

III. CONSEQUENCES

If you choose to fail to follow any of these behavior standards or class procedures, there will be consequences to accept for your own actions. Of course, severe behaviors will warrant a referral to administration immediately. Lower level disruptions or violations can be handled with detentions and/or parent contact. I reserve the right to use my discretion in choosing how to handle infractions when possible but will adhere to school policy and procedures when making these decisions. The following is the school wide policy.

SCHOOL WIDE VHS BEHAVIOR MANAGEMENT PLAN

VHS CLASSROOM BEHAVIOR PLAN: (Level 1 Infractions)

Teachers in the classroom will incorporate the following Classroom Behavior Management Plan Steps: when students choose to disregard classroom/school rules, disrupt the learning environment, or any other **LEVEL 1 Infraction**, such as cell phones, headphones, dress code, food/gum/candy/beverage, inappropriate displays of affection, refusal to work, etc.

INTERVENTION STEPS: Clarify this is not daily; this cumulative for semester

- 1. Private conference with the student - WARNING**
- 2. Private conference with the student - WARNING - next step will result in parent contact**
- 3. Parent Contact - warning that the next occurrence will result in an assigned after-school detention**
- 4. Parent contact and After-School Detention. Room 220 - 2:45-3:25**

****Detentions will not be rescheduled, unless a parent/guardian calls, provides written documentation, or if a student is absent on the day of detention. A missed detention will result in a Saturday School****

- 5. Parent contact and DISCIPLINE REFERRAL - see progression plan below.**

1st Referral	Documentation of referral on behavior record and After School Detention
2nd Referral	Saturday School
3rd Referral	ISS - In School Suspension
4th Referral	ISS - In School Suspension
5th Referral	Out of School Suspension (OSS) Behavior Contract & Parent meeting

CONTACT INFORMATION

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