

The Villages High School
Ms Marion Elliot
Classroom Policies and Procedures
Classroom Management Plan 2025-26

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 off your electronic devices before coming to class and put them away in the tech locker.*
13. *Comply with VHS dress code policy.*
14. *Comply with all district and school expectations and regulations.*

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 all cell phones will be turned **off** and placed in the **Tech Locker** in the assigned number slot for the class period, per H1003.32 F.S. Students will retrieve cell phones upon dismissal from class. Students found to be in possession of a cell phone during instructional time will be subject to a disciplinary **referral** and a two-hour administrative detention. Students using or wearing Air Pods, earbuds, or headphones during class will be subject to an after-school detention. Smartwatches may be worn, but should not be used to access smartphone capabilities. Using a smartwatch to access smartphone capabilities will result in a referral and two-hour administrative detention.
2. **Leaving the classroom:** You must ask the teacher if you need to leave the classroom. If approved, use **SmartPass** on your Chromebook to create your pass. **SmartPass** will be used for **all** passes.
3. **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. The following is a breakdown of how tardies will be handled:

Consequences after:

- A. 3rd - 4th unexcused tardy results in teacher to parent contact.
 - B. 5th unexcused tardy results in referral issued by attendance clerk
 - C. 6th - 9th tardies result in teacher to parent contact
 - D. 10th unexcused tardy results in referral issued by attendance clerk
 - E. 11+ Tardies will result in additional referrals
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Hospitality

Hard Work

Stewardship

Creativity

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**, dress code infraction, food/gum/candy/beverage, inappropriate display of affection, refusal to work, etc.*

INTERVENTION STEPS: Clarify this is not daily; this is cumulative for the 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.**

After-School Detention

Location: Building 6 - Room 115

Days: Wednesday and Thursday

Time: 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.**

- 5. Parent contact and DISCIPLINE REFERRAL.**

*** A student who breaks the behavior contract will face possible dismissal from VHS.**

ALL REFERRALS ARE CUMULATIVE DURING THE SEMESTER WITH THE EXCEPTION OF THOSE WRITTEN FOR TARDIES AND THOSE REFERRALS WILL BE ADDRESSED ACCORDINGLY.

ALL PROCEDURES WILL BE FOLLOWED ACCORDING TO THE STUDENT HANDBOOK.

CHEATING/PLAGIARISM

All academic work, written or otherwise, submitted by a student to an instructor, is expected to be the result of the student's own thought, research, or self-expression. Students should consult with a teacher to obtain clarification pertaining to any plagiarism or cheating concerns.

Cheating: The use of Google, internet search engines, or any unauthorized chromebook usage during a quiz or test is considered cheating. Cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information including the use of any AI source. Copying from others, copying or pasting from any source, or providing information during quizzes, tests, or in the preparation of projects and homework assignments, is a form of cheating. Students in violation of the individual teacher's established expectations for any assignments may be considered as cheating.

Plagiarism: All directly quoted material, all paraphrased material, significant ideas, and organization must be acknowledged by proper citation and documentation as deemed acceptable by the instructor of the course. Plagiarism is the act of presenting ideas, words, or organization of a source, published or not as if they were the student's own product.

Instances of cheating or plagiarism will result in a zero on the assignment and a referral to administration, which may include 1 day of OSS. Students enrolled in Dual Enrollment classes will also be subject to consequences determined by LSSC.