**Ms. Caler’s Classroom Policies and Expectations**

1. **In the classroom:** Please bring pens, paper, novels, text books, or any other necessities for learning to class. Arrive on time. Please stay in your seat until the bell rings. Do not line up at the door. Lining up at the door before the bell will ensure that you remain in the classroom until everyone else has left.
2. **Make-Up Work Policy:**
*It is the student’s responsibility to contact the teacher within ONE day of return to class about make-up work for an excused absence or to contact the teacher in advance before a scheduled/approved absence.*

**\*\*\*Make-up work in advance –If a student knows he/she will be absent, he/she may request work before he/she leaves. Please give me sufficient time to gather work. The day before is not sufficient time.**

\*\*\*A student must do the following for make-up work after returning to class from an excused absence if the work was not done in advance:

* 1. Within one school day of the student’s return to class, the student is to arrange with the teacher when the work will be turned in.
	2. Any missed test needs to be re-scheduled with the understanding that the test will cover the same principles but will be different than the regularly scheduled and given test.

*\*\*\*Any work not made up with the set time limit is considered late work, and is subject to the late work policy. Any unexcused work (work that is due/given out and the absence is unexcused/considered a truancy)will be given a zero.*

1. **Grading Policy:**Students will be graded on *two* criteria for the semester: daily participation and academic achievement. If the student fails either criterion, the student will fail the course.
	1. Daily Participation: Attendance is crucial for success. And it is also the law for public education. Excessive absences will result in parental contact and/or administrative action. After the 12th absences, no credit for the course will be given.
	2. Academic Achievement: Semester grades for academic achievement will be figured on each semester’s two quarter grades, each worth 50% of the total semester academic achievement grade.

**NO LATE WORK WILL BE ACCEPTED**: Please see the separate, attached late work policy.

\*\*\*Letter grades will be assigned as follows for academic achievement:

A =100-90 B=89-80 C=79-70 D=69-60 F=Below 60

**\*\*\*Content when writing, working in groups, or participating in class discussions: *Use appropriate language and content to convey intended meaning in all work.*

\*\*\*Novels for “Independent Novel Responses” : *All books for independent reading/book reports absolutely must be cleared and approved by parents. If parents do not approve of a book you wish to read, you may not read that book for this class.***

\*\*\*Any student caught cheating on daily work, composition, quiz, test, research paper, project, speech, seminar paper, junior research project, report, review, and the like will be given a zero. This includes plagiarism on any work. Not only will the work be given a zero, but parents/guardians will be contacted, and administrative action will be taken.

1. **My Classroom Work Hours:**I am in my classroom by 7:30 am, and generally am here until 3:30 pm-4:00 pm. We do have staff meetings, and I may have a conference, so if you to need meet with me before/after school hours, please schedule a time with me in advance. If I am not in my classroom when you come by without an appointment, please leave me a note and what you need.
2. **Classroom Discipline Plan:**Classroom Rules
3. Come to class prepared. Please treat *everyone* with respect. Arguing, fighting, yelling, profanity, defiance, and disrespect will not be tolerated, and will be subjected to the following:

**Discipline Plan:**If you choose to break the classroom rules, these are the minimum consequences per day:
 **1)** Verbal warning to stop disruptive/disrespectful behavior.
 **2)** You will be asked to step out into the hall for a brief conference with the teacher. At this time you will make a decision as to whether you wish to come back into the classroom and no longer be a disruption/disrespectful. Should you make the choice not to, you will be asked to go see Mrs. Nelson. Your parents will be notified.
**3)** Severe disruptions will be sent directly to the principal – no hall “pass” given.

**\*\*\***I am a huge proponent of positive reinforcement and giving students a second chance (hence the conference in the hall). Please consider your options before you allow your temper/frustration to escalate. It is my job to maintain a safe, educational environment for everyone. First and foremost: ***You do not have the right to disrupt the learning and education of others.* We are here to learn. Disruptive and disrespectful behavior prohibits that and will not be tolerated.**

***Late Work Policy***

**Late:** after the expected, proper, or usual time.

I do not accept late work. In the English/Language Arts classroom, we do a significant amount of writing – essays, journals, prompts, paragraphs, etc. These are all very time-consuming to assess.

In order for me to give efficient and prompt feed-back on assignments, I need to ensure that my work load is kept to a manageable capacity. Late work prohibits me from effectively doing my job. Therefore, I do not accept late work.

However, I do understand that there are, at time, extenuating circumstances. Because of these *rare* times, I’ve included an “Extenuating Circumstance Pass.” If you were unable to complete an assignment on time, you may use your pass. You will receive one pass per semester.

The pass MUST be turned in with the assignment, and stapled to it. You will not receive the original of this assignment back, but a photo copy, as I will retain the original. This eliminates the possibility of forgeries.

You may not give out your “Extenuating Circumstance Pass.” To ensure this, if you do not use your pass, you will be rewarded at the end of the semester – this reward is a surprise. It could be bonus points, a candy bar, or a “free pass” on an upcoming Independent Novel Response.

In regards to late work, I would like to discuss the sudden “My printer ran out of ink” dilemma. If this happens to you, please, by all means, email your essay/paper to me. Or save it to a thumb drive, and bring it in to me. I will gladly print it off for you.

My email is: Calerl@odessa.wednet.edu.

Thank you,
Ms. Caler

**Parents/Guardians and Students: Please sign and return this slip no later than September 8th, 2014. Thank you!**

I have received, read, understand, and accept Ms. Caler’s **classroom expectations**.

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Student (Please PRINT name)

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Student Signature Date Signed

Parent/Guardian (Please PRINT name)

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Parent/Guardian Signature Date Signed

**Parents/Guardians and Students: Please sign and return this slip no later than September 8th, 2014. Thank you!**

I have received, read, understand, and accept Ms. Caler’s **Late Work Policy**.

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Student (Please PRINT name)

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Student Signature Date Signed

Parent/Guardian (Please PRINT name)

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Parent/Guardian Signature Date Signed