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*Classroom  
Policies  
Procedures  
& Rules*

*Mr. Poisson*

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## FOREWORD

Please don't think that the following policies, procedures, and rules are being given to you to make your life harder or make this class difficult, because they are not there for that reason. The policies, procedures, and rules are there to make our classroom a productive and comfortable learning environment. We will be doing fun and interesting activities that represent what you will be seeing when you get out there to work and experience life. I will be sharing the secrets of getting ahead in the world of work and the world of life, so we must create an environment free from distractions.

I am dedicated to make sure that you get the opportunity to get an "A" in my class – I want everyone to get an "A". I will make getting an "A" a very easy thing to do – if you put forth the effort of paying attention and working during each class period. The work you will be asked to do will not be difficult. The activities are designed to have practical applications in many aspects of business and life. What I am asking of you is to take the activities and information that I share with you and use them to get that "A".

## PHILOSOPHY

I believe that to be most effective as a teacher, one must create a safe environment that is interactive and collaborative and that promotes problem-solving and critical thinking skills. A welcoming environment accommodates a variety of learning styles and encourages students to present their opinions while respecting the opinions of others. Promoting independent thinking is essential so that students can take what they have learned and apply it in real-life situations. Therefore, I endeavor to make my classroom an arena for students to learn skills and demonstrate outcomes.

## CLASSROOM EXPECTATIONS

- Be POLITE
- Be PROMPT
- Be PREPARED
- Be PRODUCTIVE
- Be PROPERLY versed in district and school policies

## CLASSROOM RULES

1. No one has the right to interfere with the learning or safety of others.
2. Treat everyone and their property respectfully.
3. Listen and stay seated when someone is speaking.
4. You are responsible for knowing and following all school and district rules and policies.
5. Be NICE!

## CONSEQUENCES\*

- Warning
- Conference
- Parent Contact
- Referral

*Note*  
Consequences may be applied in any order and may exclude one or more steps.

\*Any student that violates a school or district policy will be subject to district due process.

## POLICIES AND PROCEDURES

### Classroom Entry Routine

- Quietly walk into the classroom.
- Go to the file cabinet and get your warm-up notebook and work folder.
- Turn-in work that is due in the in-box.
- Sit in your seat, get situated, and make sure that you have a pencil or pen.
- Read the agenda and objective for the day.
- Begin the warm-up exercise provided on the screen or written on the board (right side of front board).

### Missed Work During Absences

If a student is absent for any reason, it is the student's responsibility to find out what assignments are due and when. Mr. Poisson provides absent students with a summary of activities and work that was assigned during each day of their absence. The summary is placed in the student work folder within 24 hours. It is the responsibility of the student to check his or her folder and make up any work that was missed.

Work missed during an absence can only be done on a student's own time, unless the following criteria are met to do the work during class. Missed work can be done during class if the current assignment is completed with 80% or better accuracy and Mr. Poisson is **NOT** teaching new material. If a student is found doing missed work when a current assignment is completed with less than 80% accuracy, being done when a current assignment is incomplete, or is being done while Mr. Poisson is teaching – the missed work will receive a grade of zero to remove the distraction.

**In the case of excused absences**, students have one day per day absent to make up assignments (added to the due date).

**Long term assignments** (assignments made at least two weeks in advance) are due the day of your return from an excused absence. If you are in school but excused from this class, you must turn in long range assignments between classes, during lunch, or right after school in order to avoid late penalties.

### Tests and Quizzes

Tests and quizzes must be completed in the hour given. Tests and quizzes are not allowed to be retaken. If you miss a test or quiz, you are responsible to make arrangements with the teacher to make up any test or quiz.

Students have to be flexible and possibly make sacrifices to make up a missed test or quiz. Students must adjust to the teacher's availability. No make-up test or quiz will be allowed after three days of the scheduled test or quiz.

Failure to show-up for a scheduled make-up test or quiz will result in a zero.

### **Late Work Policy - Please read this carefully.**

**To be regarded on time, work must be completed on the day it is due.**

**Graded assignments** may be turned in late with a one grade penalty for each day late. Assignments will not be accepted after the third day they are due. You may not work on late homework instead of the day's assignment. Attempts to do so will result in a zero for the late work (see the above policy for missed work, regarding working on back assignments).

### **Tardiness**

Since Sweep is in affect at Combs Middle School and Combs High School, there should be no problems with tardiness. However, if you are swept, the work you missed must be turned in the day it is due or it will be considered late and points will be deducted. It is the responsibility of the student to contact Mr. Poisson to pick up and hand in work. Mr. Poisson must be contacted by the end of the day in which the student was in sweep. On the third sweep, and thereafter, no credit will be given for work missed while in sweep. **The easiest/best thing to do is to COME TO CLASS ON TIME EVERY DAY!**

### **Off-Campus Suspension**

Students will be accountable for all missed work due the first day after returning to school.

### **Passes**

All students are required to sign-out when they leave the classroom during class time. Upon returning to the classroom, students are required to sign-in. There is a hall pass sign-out log located on the table closest to the exit. A drink of water from the fountain outside of the classroom requires a pass and the sign-out process.

### **Personal Issues**

***If at any time you feel uncomfortable about our class or need to discuss anything personal, please request an individual conference.***

Your feelings are important to me, and I want to give you my full attention -- something I cannot do when I am in charge of the whole class. Please ask for a conference. Student appointment request forms are located on the forms board. Remember, my office hours are 3:45 - 4:00 P.M.

If your parents would like a conference, please ask them to call or email me for an appointment.

It has been my experience that individuals often feel they are not being listened to when they do not hear what they want to hear, or when they feel that their words aren't having the effect that they expect. Students only need to approach me once about a particular subject or concern. I will act on the words in one way or another. I may not act in the way the student wants or say what the student wants to hear - such is life - individuals don't always get what they want. Re-phrasing, whining, and complaining will not endear me to a student's situation or plight, so don't do them.

### **Academic Honesty**

**Honesty** is the **only** policy. For cheating on any test, quiz or assignment - a student will earn a grade of 0. In addition, for cheating on a test, quiz, or assignment the student may be referred to administration.

### **Class Dismissal**

The **teacher**, not the bell, dismisses the class; so students are to remain in their seats until dismissed by the teacher. The bell was designed to let the **teacher** know that the class time has ended.

### **Grading**

- |                 |                |
|-----------------|----------------|
| A - 90% to 100% | D - 60% to 69% |
| B - 80% to 89%  | F - Below 59%  |
| C - 70% to 79%  |                |