**Ms. Brown’s Class Policies and Guidelines**

**Welcome to English!** I look forward to making this year an exciting, engaging, and thought-provoking year for all of you. This handout will detail everything you need to know to be successful in this class. Please keep this at the front of you binder, so you can refer back to it during the school year.

**Attendance**

Please review and follow the school and district policies for attendance. You will succeed in this class if you are present, on time, and ready to work. Illegal absences (cuts) will result in school-administered disciplinary actions. Make-up work will not be provided (including tests and quizzes), and late homework will not be accepted if you choose to cut English class. **If you are absent it is *your* responsibility to ask for missing work and assignments.**

**Entering the Classroom**

You must be IN YOUR SEAT when the bell rings in order to be marked present and on time. Materials not related to English class should be off your desk. After copying your homework, you should begin the “Do Now” or assigned task. Attendance will be taken at the start of class, and if you are not in you seat, you will be marked late. Make every effort to arrive to class on time. You have more than enough time to get from one classroom to another. If you must be late, be sure to have a pass from your previous location.

Come to class prepared with all of the materials you need to be a productive member of class. Coming without a writing utensil will negatively impact your class participation grade.

*A note on leaving the room: If you are not in the room you are missing important class material. Please coordinate your bathroom/locker/nurse/office/etc. visits in between periods or before the bell rings. If you must leave the room you will need to ask for a hall pass.*

**Conduct**

As young adults, I expect you to behave respectfully towards each other. In order to foster intelligent discussion and debate, it is critical that you all feel comfortable sharing your opinions and insights. In addition to your written grades, I can tell whether or not you are learning by your actions and thoughts that you express in class. Refrain from any behavior that will prevent me from teaching or other students from learning. In the event of inappropriate behavior, one or all of the following steps will be taken: 1. Warning 2. After school or lunch detention 3. Call/E-Mail home 4. Disciplinary action with the administration.

Be nice (or neutral) to everyone. Swearing, teasing, backtalk, and bullying will not be tolerated. Respect yourself, you classmates, your teacher, and your classroom. Keep your hands, feet, and objects to yourself. If you don’t own it, don’t write, draw, or carve on it.

**Electronic Devices**

I should not see/hear/know about your phones/iPads/tablets/etc. Unless previously discussed, no personal electronic devices will be permitted to be out in class. If I see them, I will take them and return them to you at the end of class. If it continues, other measures will be taken.

**Plagiarism and Cheating**

Various levels of help and assistance are available for you so plagiarism and cheating are never an excuse. Plagiarism is the intentional borrowing of another’s ideas or language for the purpose of not producing your own. Anything that is found to be plagiarized will be given a zero, as well as any work that has been completed through the use of cheating. **Copying and pasting without proper citation is considered plagiarism! Also, if you move words around without giving credit, it’s plagiarism as well!**

**Class Blog/Notes**

Notes, homework, a class schedule, and other important information call all be found on our class website: [**http://kbrownenglish.weebly.com**](http://kbrownenglish.weebly.com)**.**

**Extra Help**

I will offer extra help on Mondays from 2:35 p.m.-3:05p.m., Thursdays from 7:10 a.m.-7:40 a.m., and by appointment.

**Contact Information**

If you cannot find the information you are looking for on the class blog, feel free to either stop by my classroom or send me an E-mail (BrownKa@BaldwinSchools.org). **Please note,**if you send an E-mail at an unreasonable hour do not expect an immediate response. For example, if you send an E-mail at 2 a.m. the day of a test, chances are you will not get a response until I get to work that day. Be a responsible and accountable student!