



Classroom Procedures (Rules)

Entering the Class –

Learners should greet the educator they may find in the classroom as well as the classmates.

As soon as learners enter the classroom, they are to handle all “housekeeping items” such as:

1. Sharpening pencils.
2. Looking at the board or projector screen for instructions regarding any classroom warm-ups or other directions.
3. Writing down the homework assignment (displayed on the board).
4. Putting their homework into the homework folder for their class. Homework is to be handed in during the beginning of the class unless otherwise instructed. If it is handed in later during class, it will be considered late and will have 10% of the grade subtracted for each day that it is late.

Leaving the Class –

1. Make sure the desks are in their original positions.
2. Clear all items from the floor.
3. Push in chairs when leaving the class.

Class Time-

1. Learners **must** adhere to the dress code policy in the Blessed Perfect Academy. Failure to comply will result in a discipline referral / action.
2. Be sure to come to class prepared (paper, sharpened pencils, pens, etc.) and ready to learn (no electronic devices, personal grooming etc.)
3. Desktops should be clear of backpacks/purses. Backpacks/purses should be placed on the floor or back of the chair during class as directed by the class teacher.
4. Books and papers should be kept flat on desks.
5. Learners should keep in mind that their classes have many learners in them therefore they should raise their hands when they would like to speak in order to maintain class harmony and fairness. Exceptions apply for certain activities at the discretion of the educator. There should be no talking without permission.
6. Learners must stay in their assigned seats during class unless expressly given permission by the educator to get up.
7. The consumption of gum, candy, food, and/or any type of beverage except for water is **unacceptable** while in class.

Bathroom Privileges –

1. Learners are to use the bathroom facilities/obtain a drink of water before entering the classroom between their class periods.
2. If an emergency arises during class and a learner needs to use the restroom he/she is to sign out when he/she leaves and then sign back in upon entering the classroom again. Only one learner is allowed out of the classroom at a time and by the educator’s permission.
3. If a pattern develops, the learner will be spoken to and parents will be contacted in order to address the situation.



Tardies -

1. Learners must be over the classroom threshold (doorway) by the time the bell rings in order to be considered on time for class.
2. Learners must sign their names in the sign in/out book if they are late to class. Three tardies or more for the quarter will result in a referral to the principal.

Assignments and Homework –

1. Occasionally, homework will be given in order to reinforce the lesson therefore learners are encouraged to complete it in order to obtain a thorough understanding of the day's lesson.
2. Homework assignments will be displayed on the board. Learners should keep track of it in their planners or notebooks.
3. Homework will be reviewed and given credit for when it is assigned. It will count as part of learners' overall grade at the end of the quarter.
4. Late homework assignments will have 10% of the grade subtracted for each day that it is late.
5. Assignments such as papers, projects, etc. must be handed in on their due dates. Late assignments will be deducted 10% for each day late with the exception of absentees (see below – Absentee Make-up Assignments).

Absentee Make-up Assignments –

1. Learners are responsible for obtaining any missed work.
2. Upon return the learner is required to get the assignment(s)/notes from -
 1. The make-up binder located in the back of the class or
 2. A classmate/team member in their group.
 3. The class teacher.
3. Classroom instruction should not be interrupted in order to obtain missing assignments. Assignments should be obtained before or after school, between class periods or during their lunch. Sometimes learners may be able to obtain permission from another class educator to come to my class to make up their work if they are finished with their work in that class and have some extra time.
4. Learners have two days upon their return to school to make up missing assignments. They are allowed two days per each day of their absence up to a maximum of ten days.
5. Learners will be deducted 10% of the grade for each day late thereafter.

Classroom Computers –

Learners are not allowed to use the computers unless expressly given permission to do so by the educator.

When using the computers, learners must sign them out on the computer log sheet. All learners must adhere to the computer use policies listed in the Blessed Perfect Academy Learner Handbook. Failure to comply with the classroom policies and procedures may result in a temporary or permanent loss of computer use.

Videos –

Occasionally, movies will be shown in class. The movies shown will be used only when they enhance the objectives for the related classroom lesson. They will not be rated higher than PG-13. If you do not want your child to view PG-13 rated films in the class, an alternative assignment will be provided for him/her. Please be sure to check the appropriate related box in the Policies and Procedures signature page. If unchecked, I will assume that permission for your child has not been granted to view any PG-13 films in the class. He/she will be given an alternative assignment to complete for the lesson.



Cheating/Plagiarism –

Copying, cheating or plagiarism will not be tolerated. They are grounds for failing the assignment, test, examination and/or the course.

Grading Scheme –

A (90 – 100)	D (60 – 69)	I (00 – 29)	Tests = 25%
B (80 – 89)	E (50 – 59)	Classwork = 30%	Essays/Projects = 20%
C (70 – 79)	F (30 – 49)	Quizzes = 15%	Homework = 10%

Learners will receive grades for: homework, classwork, quizzes, tests and essays/projects. It is important that learners keep up with their homework, class notes and classwork so that they may have good grades in these areas in addition to their quizzes, tests and essays. Learners will be informed with sufficient notice for tests. Quizzes are unannounced therefore daily review of lessons should be done at home everyday. Active participation in class will also benefit their overall grade at the end of the quarter. Extra credit opportunities will be given throughout the year. Learners should take advantage of these opportunities since they will only be offered occasionally and at the educator's discretion.

Educator Consultation Hours –

Educator consultation hours are from 2:00pm – 3:30pm. Learners may come in during that time to make up assignments such as class work or homework. They may also come in to seek extra help if they need it. Learners are encouraged to attend these sessions if they are missing any work, need any extra help or just need a place to do their homework. Educators are available most other days with the exception of Fridays between 2:00pm and 3:30pm. Learners are asked to make arrangements beforehand for these days to make sure educators have no prior commitments.

If a learner develops a pattern of incomplete classwork or homework, parents will be contacted in order to set up an afterschool session to provide an opportunity for the learner to make up the missing academic work.



Classroom Rules for Science Laboratory

The most important and basic rule: Handle the equipment with care, no eating or drinking and follow the educator's instructions.

Behavior Expectations

1. Follow directions the first time with an appropriate response.
2. Follow classroom procedures.
3. Arrive to class on time and prepared to work.
4. Use appropriate language: No putdowns, teasing, or insults
5. Keep hands, feet and objects to self.
6. Maintain a clean and attractive school environment.

Materials Needed:

* Paper * Pencils or a pen (blue or black ink only) * **optional**: crayons, markers, or colored pencils, ruler, calculator, unless instructed by the educator.

Procedures:

1. **Entering the classroom**

Enter quietly, proceed directly to your seat, and begin class work on board.

2. **Leaving the Classroom**

* Pick up trash and put away materials

* Wait for the EDUCATOR to dismiss you, and exit quietly and orderly, no pushing

3. **Tardiness**

Being late is unacceptable. You must arrive BEFORE the bell rings. You will receive consequences for tardiness.

4. **Homework** If you do not finish an assignment in class it is homework due the next day!

5. **Pencil sharpening**

Pencils **should** be sharpened before class, or you may use a hand sharpener at your desk as long as shavings do not go on the floor. The only time that it is acceptable to use the pencil sharpener is during class work time, not while the educator speaking. The class will not wait for you to sharpen your pencil.



6. **Attention Signal**

When an educator signals for attention by raising her hand and counting to 5 this is a signal to stop talking and moving, and to look at the educator.

*** If after counting to 5 the educator looks down at her watch she is counting up the time that is being lost to off task behavior. Learners will make up this time after class.

7. No running or throwing items at anytime.

8. If you finish early read a book, work on other assignments, or work on makeup work.

9. **Cheating** – If cheating occurs, both the person cheating and the person allowing the other to cheat will lose points. NO EXCEPTIONS! Watch your paper! If you are caught cheating or allowing cheating twice at any point in the year, your current term grade will be lowered one grade.

10. **Passes**

A LEARNER MAY NOT LEAVE THE CLASS WITHOUT A PASS AND YOU MAY ONLY USE THE AGENDA THAT IS GIVEN TO YOU BY THE SCHOOL. If you lose your pass, you may leave the room if you agree to serve a lunch detention. Passes will be signed for the security, library, and office (and only if necessary). There will be NO PASSES for 1) getting a drink of water 2) going to get an item, or speak to a learner. Please take care of this business during lunch, passing periods, and before or after school. ONE bathroom passes may be obtained per day. You may have extra passes only if you agree to attend a lunch detention. If you do not make up the detention, you may not go again and the lunch detention will turn into an after school detention. Learners that are acting inappropriately in class will not be allowed passes.

11. **Detention**

If you fail to show up for detentions, additional consequences will be given.

12. **Portfolios**

All work will be kept in a portfolio in the storeroom. Learners can track which assignments they have completed and are missing.

13. **Grades**

Academic grades will be based on the scores of daily assignments. If you miss assignments it will greatly impact your grade. I do not weigh homework, tests, and class work differently.

Each assignment is assigned points.

The educator then adds up all the points you earn and divide it by the number of points possible and multiply by 100. If you have: 90 or above = A 80 or above = B 70 or above = C 60 or above = D etc.



Make up work

Makeup work must be done **within 1 day per excused absence plus one day.** (If you are absent 1 day you have two days, if you are absent three days you have four days.) Makeup work will only be given if you have an excused absence. You are responsible to ask the educator for makeup work at an appropriate time. If it is an in-class activity such as a lab or test that you are not allowed to do at home, you will need to make it up within 1 week from your return.

After School Assistance or Detention

The educator is available from Monday to Thursdays after school for help, or for making up detention. If no learner is there within 20 minutes after the bell, the educator will assume no one is coming and proceed with other things. Learners are to wait by the door until the educator has completed what she/he is doing then will be available for help.

1. Books

Learners will use the book that is assigned to them by number. Learners must report any new damage they discover to the educator. Failure to do this may result in a fine for the cost of the textbook.

2. Missing my class while you are on campus:

Other educators **MAY NOT** excuse you for more than 5 minutes of after classes began. They may NOT excuse you to do makeup work for their class, grade papers, run errands, or participate in extra curricular activities. The counselor, school nurse, principal, or assistant principal may write you a pass for being more than 5 minutes late. Prescheduled pullouts are an acceptable excuse. **It is your job to be in the class. The educator has the right to NOT accept passes from other educators if they violate this rule.**

3. Prohibited Materials: Do NOT bring these items to any classroom

Toys – gum – candy – food – drinks – magazines – makeup – mirrors – laser pointers – weapons – pencil sharpeners without covers – electronic or noisy equipment of any kind (beepers, cell phones, games, tape/CD players...) – any distracting items unrelated to school. *****Water in a clear bottle is okay*****

Consequences for Unproductive Behavior

- Warning (verbal or written)
- Time after class (detention)
- Contact family (note or phone call)
- Parent educator conference



- Referral
- Loss of privileges
- Time out in another classroom
- Educator's discretion (choice)

Rewards for Good Behavior

- PRAISE / awards
- Good grades
- Positive notes
- Special privileges
- Educator's discretion (choice)

If you want to do well in school:

- Do not miss many days, and arrive in class on time and ready to work.
- Pay attention to the educator and your work.
- Complete every assignment and study for every test. If you do not understand, ask a question.
- Be respectful and polite to everyone in class including the educator.
- If you see your grade slipping ask the educator what to do EARLY in the term.

This policy was adopted by the School Management on _____

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

