

You will receive **150** points for your daily grade at the beginning of each term (3 per day). If you are absent or late, you will forfeit that day's points. You will lose a point for each time that you are talking or being otherwise disruptive, sleeping, not participating, or unprepared (i.e. no book, paper, or pen), or packing up early. I will not notify you or debate it. At the end of the term you will be allowed to use these daily points as **extra credit** toward any other section except the research/ senior project and semester/final exam. You will also have opportunities to earn bonus points for positive contributions in class.

☺ You may check grades, attendance, student guides, and other pertinent information online via a class website, which is available 24 hours a day. The website is <http://www.gradebinder.com/users/pineridge>. In order to use the website, one must have a username and password. Either email me directly at ksduncan@mail.volusia.k12.fl.us, or notify me in class for this. (*I do not automatically distribute these.*) You may also request a grade print out with at least 48 hours advance notice.

Mrs. Duncan's Classroom Procedures

1. When you enter the room, you will place any assignments due in the appropriate basket on my desk. It is your responsibility to hand these in at the BEGINNING of class, and I will not collect or accept them later. Then you will quietly go to your seat and get out the appropriate items for class.
2. Before class begins, you should check the board for homework and review the daily agenda. I will not always review assignments or give reminders.
3. Class will begin with the daily journal or DOL. You will find the work on the board or overhead and should begin it right away as you will have a very specific amount of time for completion.
4. You should sit quietly and wait for further instruction if you finish before the allotted time.

Mrs. Duncan's Classroom Policies

1. **Be Punctual-** You are tardy if you come to class after the bell has finished ringing. If you are tardy, you will receive a **zero** for your daily grade. You are **still eligible** for the content grade on any work and still need to complete the work. More than 10 minutes late is considered out of area, not tardy.
Tardies will be handled as follows: **1st tardy** = verbal warning **2nd tardy** = verbal warning
3rd tardy = 15 minute detention **4th tardy** = 30 minute detention **5th & ↑** = 45 minute detention
2. **Be Prepared-** Bring all necessary materials to class every day. Be ready to participate and learn. Study for tests ahead of time. Do not wait until the night before to complete an assignment. Ask for help well in advance if you need it! Practice for oral presentations so you are confident when you give them in class.
3. **Be Polite-** Raise hands to speak or get out of seats and keep hurtful comments or gestures to yourself. This includes listening while others are speaking, including the teacher, and staying seated until the end of class. Please note that packing up prior to the dismissal bell is unacceptable and will be noted by the teacher. Any student who is verbally abusive to another or disrupting the learning environment will be dealt with accordingly. Remember that showing respect to others portrays self-respect.
4. **Be Perceptive and Productive-** Know what the assignments are and when they are due. Keep track of notes, work, and other items pertinent to class. Stay alert and focused during class so that you do not miss important information. Attendance is a key to being successful, and you must take responsibility for your missing work.

! Detentions will be served on Mondays **ONLY**. If you receive a detention on a Monday, you will have until the following Monday to serve it. You will not be allowed to sleep, eat, or socialize during detention. You must bring something to work on quietly. If you are late for detention, you will be sent home that day and have 15 minutes added to your time for the following Monday (I.e. 15=30). You may only serve 45 minutes per detention. If you owe more, you must serve each Monday until there is no time left. If you are absent, you must see me immediately the next day to sign a new slip. If you do not, I will consider it as failure to serve. If you fail to serve a detention, you will receive a referral.

General school policies

Regardless of what may or may not happen in your other classes, please understand that I strongly adhere to **ALL** school policies. I expect you to do the same when you are in my classroom.

- * Food and drink is **not** permitted at any time. The **only** exception is a documented medical need.
- * CD players, cell phones, and other electronic devices are **prohibited**. If students use them during class time, they will be confiscated and turned in to the SRC.
- * Students who do not adhere to the dress code will be sent directly to the SRC.

- * Students will not be issued a pass to the restroom during the first 30 or last 15 minutes of class. The only exception will be an emergency, or if a student feels ill, he/she will be issued a clinic pass. I will not write passes to the vending machines, guidance, other teachers, lockers, or phones. Students who abuse restroom passes or are out for more than 10 minutes will be considered out of area and written a referral to the SRC. Please note, students should be discrete and not interrupt the entire class to ask for a pass. I will not stop a lesson or discussion to write one unless it is an **absolute** emergency. Students will be allowed **one** pass per week, and **one** emergency pass during the 9 week period (a total of 10 passes each 9 weeks).

We are here to teach and learn. My goal is to provide an environment that is conducive to learning and to teach those that are active members of our classroom community. Therefore, conscientious students will be my priority. If you are unsure of the school policies, please refer to your code of conduct that you received the first day of school. If you have any questions about anything, feel free to ask me before or after school.

****Please cut and remove from the student guide before turning in to me!**

Parents: please read and sign.

Students: please return by _____

I hereby acknowledge that I have received and read Mrs. Duncan's student guide, which includes her classroom policies and procedures, assignment instructions, and syllabus. I understand what to expect and have asked any appropriate questions. I will be a responsible student and individual by behaving as such and abiding by all classroom policies.

Student Name: _____

Signature: _____

Parent Name: _____

Signature: _____

Daytime phone number: (____ __ __) ____ __ __ - ____ __ __ __ __

Date: _____

(Optional) If you wish to be placed on my mailing list and sent a username and password for the class website, print your email address exactly as it appears. Please make sure all signs and letters are clearly visible.

Student Email: _____

Parent Email: _____