**Mrs. Rust’s Guidelines for Success**

**College & Career Readiness**

**This information provides information to ensure that you have a successful year in Mrs. Rust’s class. It is important that you are familiar with these guidelines so that you understand what I expect from you as a student. You can refer back to it whenever necessary. I expect each of my students to give his or her best effort and to have a successful school year. Following these guidelines will help make that happen.**

**Conference time: A-Day 2nd period/B-Day 7th Period**

**E-mail:** jennifer.rust@boerneisd.net

**Phone:** 830-357-3181

**POLICIES:**

**Grading Standard for Course**

50% - Daily Grades/ Minor Grades

50% - Project/Test Grades Major

A minimum of 7 daily grades and a minimum of 2 major grades will be given each nine weeks. I may give more assignments than the minimum requirement.

**Grades - Late Work**

Late work is any assignment not turned in by the announced due date and time.

| Maximum Grade | 70 | 50 | 0 |
| --- | --- | --- | --- |
| Timeline | 1 class late | 2 classes late | over 2 classes late |

If you do not turn in assignments by the due date, a zero will be entered in the grade book. Your parents will be able to see zeroes when they log on to see your grades online. Please make every effort to turn your work in on time.

**Grades- Make-up Work**

Make-up work must be handed in the first class period after your return to class. **This means you have one day per day of absence to make up your work**. If you have been absent for a longer period of time, I will work with you on due dates. It is **your** responsibility to check Google classroom and then with me to see what you have missed. Any work not made up in the allowed time period will be counted as a zero.

**Gum**

It is against school rules to have gum. I will ask you to spit your gum out if I see you with it. If you continue to repeat the offense, it will begin to count as a documented offense, which can eventually lead to a referral.

**Homework**

I will not assign a regular homework assignment. If you work efficiently in class, you will not have homework. On occasion, something may need to be finished at home because we have run out of time or for some other reason. Of course, studying for exams and quizzes will also be something you will be expected to do at home.

**Tardy**

Be on time to class. We get started right away, and I don’t want you to miss anything! If you are tardy and don’t have a pass from a teacher explaining the reason, you will be counted tardy.

**Clutter and Accident Prevention** In order to keep your workspace uncluttered and the walkways free, no backpacks can remain at your desk. You may get your binder out if we are taking notes in it or you need paper, etc., but it will then be placed along the side wall under the windows. No binders, books, purses, or other personal items are allowed in the walkways at any time.

**student Planners**

The student planner will be used to record homework assignments, projects, and test dates. It will also be used as your pass to go to other classes, library, etc. You **MUST** have it with you everyday. If you lose the planner you were given at the beginning of the year, you will be required to purchase a new one from the office.

**PROCEDURES:**

**Emergency Drills**

During fire drills, you will follow me **silently** in a straight line. We will proceed silently to our assigned location. When we are given the signal to return to class, we will proceed back the way we came, still silently. We will debrief on how our drill went when we are back in the classroom. We will also review procedures for non-standard fire drills and other drills. A disruption during any drill will result in an Incident Report to the office and a parent phone call. We must take all drills very seriously so that if we ever have a real emergency, we will be prepared.

**Entering Class**

You will enter the classroom in a quiet, orderly fashion, sit down at your assigned seat, and be ready to start class as soon as the bell rings. This is the perfect opportunity to write down your assignments in your planner.

**Furniture**

The desks are school property. They need to be treated with care. So, do not jump over them, climb on them, sit or lean on the backs of the chair part or the desktops, or in any other way abuse them.

**Leaving Class**

I will dismiss the class. The bell is not an automatic dismissal signal. Do not begin packing up until I have given you the okay to do so. We will check to make sure there is no trash or belongings left on the floor or in the wire baskets underneath the chairs. Leave class in a quiet, orderly fashion.

**Permission to Leave Class – Bathroom or Drink of Water**

In order to leave class to go to the bathroom, ask my permission. Please do not ask to go while I’m giving instructions for the class. There will be a bathroom sign-in/sign-out sheet that must be filled out; located on the table by the door. If you abuse the privilege of leaving class by going somewhere you have not been given permission to go, staying out of class too long, creating disruptions for other teachers and/or students, etc., you will lose the privilege.

**Sharpening Pencils**

You may sharpen your pencil at the beginning of class or during group or independent work. **Do Not** sharpen your pencil when I am talking or giving the class directions.

**Substitutes**

I try to miss as little school as possible, but occasionally I must miss a day. Our subs are a valuable part of our school community. When I have a substitute, she or he is in charge and will have seating charts, class rosters, etc.in advance. If you are rude or insubordinate to the sub, either the sub or I will fill out an Incident Report and turn it into the office.

**Supplies**

You will be responsible for bringing all supplies with you to class every day. Supplies needed daily are Class binder, notebook paper, pens, and student planner. I may ask you to bring other items as the year goes on. BE PREPARED FOR CLASS!

**Tissues**

You may leave your desk to grab a tissue when necessary without asking my permission unless it is during a quiz or test. As long as you show maturity by taking care of business discreetly, this works fine. Please note that if nose blowing is necessary, stepping out in the hall to take care of this would be courteous.

**Trash**

There are two trash cans in the room for your use. You may not get up to throw trash away while I am reading or speaking to the class or while someone else is speaking to the class.

**ChromeBooks!!**

All BISD technology policies will always be followed.

**Rewards & Recognition:**

Students will receive the following rewards/recognition as they abide and excel in classroom expectations:

 A sense of accomplishment

 Verbal praise

 Notes/email from teacher

 Notes/email to parents

 Phone call to parent



**Consequences:**

Students are expected to behave appropriately in class. However, if a student should “forget” a rule or procedure, I use the following management plan to address inappropriate behavior.

 Verbal warning

 Change of seat

 Phone Call to parent

 Classroom Behavior Warning #1

 Classroom Behavior Warning #2

If a student continues to interrupt learning after exhausting Mrs. Rust’s Classroom Management Plan, then BMSN’s school-wide discipline plan will go into effect. The student will receive documented offense that will be reported to both parent and office staff.



 ***I look forward to having an extraordinary year together!***

**Mrs. Rust**