

Name: \_\_\_\_\_

## **Expectations, Procedures, and Policies**

### **VCAL**

#### **Classroom Expectations**

1. Follow directions the first time they are given.
2. Be in the classroom and seated when the bell rings.
3. Keep hands, feet, and objects to yourself.
4. Use appropriate language; no put-downs, teasing, or other inappropriate words.

#### **Classroom procedures**

- A) Work submitted on time- all work must be submitted on time. Late work will not be accepted without a late submission form. This may require a medical certificate or note from parent guardian.
- B) Handing in homework – Homework must be handed in on due date.
- C) Entering the classroom and required supplies – You must enter class silently. Being noisy is not allowed.  
You must bring the necessary learning materials and diary to the class. You are not allowed to leave the class to get supplies or books once class has begun.
- D): Laptops: Make sure that the laptops are charged and use the laptop only for learning. Playing games is not allowed unless the teacher permit you as a reward upon completion of classwork.
- E) Handing in late homework – Unless you are absent, late homework is not accepted. Students who come to class without completed homework will be deducted marks and a note in diary to the parents.
- F) Movement in the classroom – Students must have teacher’s permission to get out of their seat at any time throughout the class period.
- G) Getting the teacher’s attention – If a student needs to speak with the teacher, that student should raise their hand but not call out with their voice.
- H) Fire/Earthquake/Emergency – For emergency drills and real emergencies, we will remain calm, leave the classroom, and walk to the appropriate place as one group. As we walk together, no students should separate from the class group.
- I) Cheating policy – Cheating cheats you out of your own education. Cheating doesn’t help you learn, and we are here to learn. The minimum punishment for cheating will be a zero on that assignment, test, and a phone call home.
- J) Student Materials- must be brought to class on a daily basis. Not bringing materials will results in consequences including detention, loss of marks in work submission.

## **Classroom policies**

1. Students must sit where they are placed on the seating chart. There are no exceptions to this rule.
2. I will take any electronic device or related item that I see or hear. Electronic devices and related items are iPods, headphones, cell phones, video game players, etc. There will be no warnings given and there is no room for negotiation. Each time I take an electronic item from you it will be left in the office.
  - **Mobile phones will be confiscated immediately and depending on the number of times it has occurred, may be confiscated for a day, a week, a term or until end of the year, as per the SWB policy.**
3. No hats, beanies, or hoods may be worn after you cross the door to the classroom. Each time that you have one of the aforementioned items on in the classroom it will be taken from you and held in the office. There will be no warnings given and there is no room for negotiation.
4. No food or drink besides water in a clear bottle is allowed inside of my classroom.
5. Make up, compacts, lotion, mirrors and any other beauty products are not allowed in class and will be taken and kept in the office.
6. Gum is never allowed in class. Any student who is chewing gum in class must throw the gum away, and will get a warning.

**Failing to conform the policies stated in this document may result in:**  
warnings (up to 3).

1. Recess or lunch detention (and possible note in diary)
2. Referral to discipline coordinators and a call home.
3. Possible after school detention upon discipline coordinator's approval and a note to parents.
4. Possible Suspension
5. Escalations in the above may lead to a student being excluded from the school as per the SWB policy

### **Student Acknowledgment Form**

I, \_\_\_\_\_, have received, read, and  
(print student name)  
accept the expectations, rules, procedures, and policies stated in this document.

Student signature: \_\_\_\_\_

### **Parent/Guardian Acknowledgement Form**

I, \_\_\_\_\_, have received, read, and  
(print parent/guardian name)  
accept the expectations, rules, procedures, and policies with my child

\_\_\_\_\_  
(print student's name here)

Parent/Guardian Signature: \_\_\_\_\_

