

Mr. Vitello's Rules and Procedures for Freshman Cambridge English and AVID

Read and keep these Rules and Procedures. They will be in effect throughout the entire year. Keep them in the front of your binder. They need to be with you during every class.

Classroom Rules:

1. Other than bottled water, NO eating or drinking in class (NO GUM).
2. No makeup, makeup mirrors, mp3 players, or cellphones.
3. Follow all directions exactly as they are given.
4. Absolutely NO swearing, teasing, or yelling (in any language!).
5. Keep hands, feet, and all objects to yourself.
6. Have all classroom materials ready EVERY day (binder with paper, pencil, pen, highlighter text, and student handbook)
7. Raise your hand to speak unless told otherwise.
8. Follow all school rules as outlined in your student handbook.

Consequences:

First offense → Warning and student's behavior will be noted and recorded by teacher.

Second offense → Teacher will notify parent/guardian of student's behavior.

Third offense → Teacher will notify parent/guardian and student will receive detention.

Fourth offense → Teacher will notify parent/guardian and student will receive detention.

Fifth offense → Referral to administration

Severe Clause → any offense deemed severe will result in an immediate detention and/or referral

Procedures:

1. Entering the Classroom and Beginning Class:

You must be sitting in your seat and working on bell work by the time the beginning of class starts. Whether you are male or female, you must remove your caps and hats. All candy, food or drink must be thrown out immediately (NOT after just one last sip or bite). Any borrowing of materials should occur BEFORE the bell rings. If you violate this rule, you will be deemed tardy, unless you have a pass from a teacher or administrator indicating why you are late to class.

This is also the time to give me (NOT put on my desk) any grade check forms, make-up school requests, or other form to be signed or filled out by me before sitting quietly at your desk.

2. Binder, Materials and Bell Work:

As freshman (and/or AVID student), you are required to have a 2 ½ inch to 3 inch binder with plenty of paper and dividers for your classes. It is your responsibility to make sure you have your binder with you everyday, and that it always has paper. Furthermore, you will need at least a pencil, pen and highlighter for each class. There will be an assignment to be completed at the beginning of class each day. Write the date, question and answer in your binder.

3. Borrowing from Me:

If you need to borrow a pencil, pen, or any other supply, you may ask me during bellwork. In order to ensure that I will get it back, you must leave me your ID. When I get my item back, you will receive your ID back. It is your responsibility to remember to retrieve your ID.

4. Attendance

- Attendance will be taken every day. I will keep track of tardiness and absences on my clip board which will be available for students to check.

- If you are absent from a class period it is your responsibility to find out what you missed. It will be your responsibility to make-up any homework, quiz, or test you may have missed. All homework, quizzes, or tests must be made-up the day after you return to school. Test and quizzes can be made-up before or after school.
- When you return, copy notes from a classmate, check for any missing assignments, handouts, worksheets and make arrangements to make up any missed quizzes or tests.

5. Visiting Your Counselor:

You must make an appointment during YOUR time to see the counselor (before or after school, between classes, or at lunch). When they are ready to see you, they will send a pass for you. ***I WILL NOT write a pass to your counselor!***

6. Passes (bathroom, drink, nurse):

You will be entitled to four (4) passes for each grading period (6 weeks). You will be able to use a pass to go to the bathroom, get a drink, or to go to the nurse’s office for any reason other than an emergency (a headache or upset stomach does not constitute an emergency). I will mark your use of a pass. Once you use your 4 passes for the term, you will not be permitted to go to the bathroom, get a drink, or to go to the nurse’s office for any reason other than an emergency.

7. Sharpening Pencils:

Before class and during bellwork are the best times to ask to sharpen your pencil. If we are in the middle of a lesson, do not interrupt class to ask to sharpen your pencil.

8. Class Dismissal:

First and foremost, I DISMISS YOU! You will not leave your seat until I dismiss you. I expect the floors and desks to be clean before you leave. If they are not, you will not leave!

Please read to or with your guardian. Your first assignment of this semester is to read these rules and procedures, have you and your guardian sign below, and return the signed rules and procedures by Thursday, August 12, 2011. **Furthermore, have your guardian provide me, on the space provided, with a working phone number and/or email address so that I may contact them as necessary.** This assignment is worth 25 points.

We have read, fully understand, and agree to comply with all of Mr. Vitello's classroom rules and procedures as explained above and in class. I realize that it is MY choice whether or not I obey these rules and the consequences for not complying are mine alone.

Student Signature

Guardian Signature

Guardian’s Phone Number: _____

Guardian’s Email Address: _____