WALNUT RIDGE HIGH SCHOOL

MRS. SMITH’S AP U.S. GOVERNMENT, U.S. HISTORY, PSYCHOLOGY, U.S.GOVERNMENT, ADVANCED CIVICS/ECONOMICS

CLASSROOM PROCEDURES

-      Be on time to class and be in your seat when the bell rings or you will be counted tardy.  If

you are tardy you must bring a tardy slip to class. A discipline report will automatically be

sent to the office and dealt with by Mr. Kersey.

-      Bring your book, notebook, paper, and pen/pencil to class EVERYDAY.

- Cellphones will NOT be used in the classroom unless given permission by me. They are to be

put in the phone rack, **no exceptions**.

-      Talking is not allowed except when I permit it.

-      You will sit in assigned seats, which will be changed at my discretion.

-      You must raise your hand when you ask a question.  Only one person may talk at a time.  If I

am talking, please wait until I finish.  Please feel free to ask questions if you do not

understand the lesson.

-      When someone enters the room or if there is an announcement on the loud speaker,

students will remain quiet and listen.  The highest respect will be shown to any visitor who

enters the classroom, whether student, teacher, janitor, or principal.

-      You are responsible for your desk.  Do not write on, mark on, or stick anything on your

desk.  I will check your desks everyday so that you will not be blamed for someone else’s

writing.  If there is something on your desk, tell me at once.

-      Do not sit in the teacher’s chair or stool or be behind her desk.

-      You may not bring any food or drink to class without permission.

-      Each student will be excused from the classroom to go to the bathroom/water

fountain/locker only in the case of emergency.  Use time between periods to take care of

business.  No two students will be allowed to leave the room at the same time.  If a student

acts irresponsibly while out of the room these privileges will be revoked for the remainder

of the year. Any student leaving the classroom will sign in/out, leave cell phone in phone

rack, and wear my classroom identification lanyard.

-      If I am called out of the classroom for any reason, you will remain busy and quiet.

HOMEWORK/WORKSHEET/TEST PROCEDURES

-      Please label all papers in the following way:  Name (first and last), date, class period.

-      Do not fold your paper.

-      Do not copy your friend’s homework/test, or you both will be given a zero on the assignment.

-      You must turn in your homework on time.  Turning work in late is unacceptable.  Students will

not receive full credit if work is not turned in on time.  If a student is absent, he/she is responsible for all work assigned.  Each week’s assignments are on my website.

-      When finished with assignment/test please turn your paper over on your desk and remain quiet until the class is finished.

MAKE-UP WORK/MISSED ASSIGNMENTS This work must be completed according to the time schedule for make-up work in the handbook.  If you are suspended, you may not make up any assignment or test.

GRADES

Grades will be based on a total point system and will include the following:

TESTS & QUIZZES

IN-CLASS & TAKE HOME ESSAYS

IN-CLASS PRESENTATIONS

CLASS DISCUSSIONS

NOTEBOOK

HOMEWORK

PROJECTS

CURRENT EVENTS

CLASS PARTICIPATION (Participation grade – not just for free speakers.  This grade will be determined by me and will be based on a variety of things including attitude, punctuality, politeness & effort.)

GROUP/PARTNER WORK

-      We will work in groups OFTEN.  Groups will be assigned, or at times, you may choose your own group/partner.

-      Each person in your group will be responsible for his own work.

-      You will be graded individually according to your own work.

-      You must be polite to your partner, no matter who it is.

REQUIRED MATERIALS

Bring the following items everyday unless otherwise instructed.

-      Notebook

-      Book

-      Pencil/pen

ABSENCES AND TARDIES

-      You must follow the rules set by the school.

-      You are responsible for getting missed assignments from fellow students or me.

-      It is extremely important that you be in class.  Make every effort to be here and on time every day.  I will not allow you to leave or miss class without extreme urgency.

IF YOU NEED HELP

-      I am always in my room by 7:40.  You are welcome to come in for help or for any make-up work.  I will also be available during lunch and after school by appointment only.

-       Feel free to email me linda.smith@bobcats.k12.ar.us

CODE OF CONDUCT

-        Have respect for others in your class by not disrupting the class by your behavior.

-        Cheating of any kind will not be tolerated.  You will be given a zero for any kind of cheating.  There will be the possibility of other types of punishment such as parent notification or office referral.

-        Treat others in the class as you want to be treated.

-        Keep the room neat and clean.

-        If you break any of these rules, you will be required to serve in detention, or be sent to the office, or your parents will be called, or any combination of these approaches may be used.