**Classroom Guidelines (Mr. Rupp –2020-2021)**

**Behavioral/Procedural**

1. **Be on time and in the room when the tone sounds!** A tardy will result unless you have a

 pass! Immediately get into ON YOUR MARK mode! This means that each student should have

 textbook/novel ready to go, any assignment due (if applicable) in upper corner of desktop, and

 notebook paper and pen/pencil out and ready to go! Pay attention to anything that may be posted at

 the front of the classroom, or pick up any handouts on the front table when you enter class.

2. **Keep candy and other food items out of the classroom**. The same applies to **drinks**,

 with the exception of **bottled water** in clear containers. You may chew gum, but please don’t pop it

 or place it underneath desktops, on the floor, etc.

3. As a common courtesy, **if you need anything during the hour or wish to comment/ask a question,**

 **please raise your hand to be acknowledged.**

4. **Take good care of desks, books, counters, and cabinets.** You will be charged for damages to the

 books! Please put your name and trimester/year in the front of your book (textbooks only).

5. **Keep all aisles in the classroom clear**…place notebooks, purses, cinch bags, and other items

 underneath your desk. Backpacks are discouraged but may be used if the student deems

 necessary; however, they must be stored **completely underneath** your seat—similar to airline

 protocol!

6. **Covid-19 protocol:** Wear a mask when indoors. Try to socially distance whenever possible.

 Bathroom passes will be given, if necessary, but try to limit these to natural breaks in the

 lesson time during the hour.

7. **Cell phones are to be used for educational purposes only**. They are not to be out at any time

 during the hour unless permission is granted from the teacher. Otherwise, they will be confiscated.

 The first time will be a warning and the student may pick it up from the teacher at the end of the hour.

 On the second offense and any subsequent offenses, the phone will be handed over to the office staff as

 a referral.

8. **Always be** **respectful** **to everyone in the classroom**—including classmates and your teacher.

 Remember that respect encompasses many areas, including **speech, behavior, attitude,** and

 more. **Allow other** **students an opportunity to learn!**

**Assignment/Draft Specifications**

9. All assignments are to be turned in on time…period! **Late papers** **will *not* be accepted for full**

 **credit** with the possible exception of special needs cases. A 10% reduction will be applied each

 day over the deadline. If a student falls below 70% due to missing assignments, an

 SOS form will be given to the student to sign. Attempted parent contact will take place

 following issuance of an SOS. In order to avoid serving an SOS the following day, the student

 must simply give the teacher the completed assignment by the next school day. **\*Note: the teacher**

 **may assign an SOS at any time if turning in late assignments becomes a habit or if a major**

 **assignment is not turned in.**

10. **For missed assignments, students should check the homework table** containing the lesson

 from the previous day and **communicate to the teacher** regarding any handouts he/she may

 need. **Make-up assignments are expected to be made up in a** **timely fashion and given directly to**

 **Mr. Rupp.** Students and parents may also check the week’s homework assignments on Mr. Rupp’s

 teacher web page or their grades on PowerSchool. If we go into **virtual learning mode**, refer to

 **Google Classroom** for all instructions and assignments!

 **INFORMAL PAPERS/ASSIGNMENTS**

11. **Information at the top of all informal papers/assignments** that are turned in should include

 at least the following:

 **Title of Assignment** **Name**  John/Jane Doe

 Description/Page # at Top **Class** English 9A

 **Hour** 1st Block

 **Date** 8/31/20

 **FORMAL PAPERS/ASSIGNMENTS**

12. **Information at the top of all** **formal papers** that are turned in must be in proper MLA style

 format—**double-spaced, Times New Roman 12-point font, one-inch margins** **all the way**

 **around** (except **header** = ½ inch only):

 Doe 1 (header)

 John/Jane Doe

 Mr. Rupp

 English 9A.2

 3 September 2019

Title (centered)

 Body of Paper begins with indent...

13. Most final drafts will be turned in online through **Google Classroom or *turnitin.com*.** Every

 assignment must be **DOUBLE-SPACED, neat, and in proper MLA style.**

14. You are expected to bring your **assigned book, a** **pen or pencil to write with, and a**

 **3-ring binder to class daily. Please avoid turning in a paper with fringed edges (spiral**

 **type).** Also, have notebook paper ready to go at the beginning of class. Extra paper is

 located in the bin at the front of the classroom.

15. **You will be responsible for keeping track** **of your writing samples**. You will need them

 for editing purposes throughout the semester. You are to keep them organized and in good

 condition. Please do not throw out any papers—for proof of grade as well as review purposes.