**Mrs. Waldrep**

**305-412-5800 786-505-8154 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: mrswaldrep@dadeschools.net Printed name of student WEBSITE:** [**www.waldrep.weebly.com**](http://www.waldrep.weebly.com)

**A HARD COPY (COMPUTER PRINTED OR HANDWRITTEN IN INK) IS REQURED FOR ALL GRADED ASSIGNMENTS.**

 **Rules and Procedures**

**1.** Your letter grades in this class will be based on multiple assignments including; tests, quizzes, essays and other writing assignments, and your notebook sections. **Grades are earned, not given.**

 Miami-Dade County Public Schools Grading Scale:

 A = 90%-100% (3.50-4.0) D = 60%-69% (1.0-1.49)

 B = 80%-89% (2.50-3.49) F = 0%-59% (below 1.0)

 C = 70%-79% (1.50-2.49)

**2.** You are to be in your seat before the bell sounds for class to begin. You are to remain in your assigned

seat until you are dismissed **by me**.  **Unsatisfactory tardies will lower your conduct grade, and you will receive no credit for missed assignments. Every three conduct cuts (one conduct cut for each offense) lowers your conduct grade one letter.** Chronic tardiness will result in parent contact and administrative action.

**3.** Attendance is extremely important to academic success. You will receive no credit for any assignment missed because of an unsatisfactory absence, as per MDCPS policy. Remember, Miami-Dade County Public School policy states if a student accumulates ten or more unexcused absences in an annual class, credit for that class may be withheld. Each unsatisfactory absence will lower your conduct grade. Be sure to excuse all absences at **7029attendance@dadeschools.net** or in the attendance office.

**4.** Following an excused absence for any reason, you are responsible for completing any missed work.

It is your responsibility to make an appointment to make up quizzes and tests or receive extra help after school. Make up work is not to be done during class.

**5.** Homework is due at the beginning of the period, unless I indicate otherwise. I will accept late work for assignments, **but each grade will be one letter lower for each block late**. Class work is due at the end of the period, unless I indicate otherwise. Failure to use class time wisely (by sleeping, not working, socializing, etc.) will result in an "F" for the day and parent contact.

**6.** You are expected to come to class prepared. Failure to do so will result in an "F" for the day. It is your

responsibility to bring necessary materials to class every day: electronic device, pens, paper, and a notebook with four dividers. **I do not lend required materials**.

**7.** You must keep a notebook divided into four labeled sections: Handouts, Information, Vocabulary, and Journal. The work in each section should be organized in order of date completed. **Your notebook may be stored on computer, but you must turn in physical copies of the items in each section when I grade it.**

**8.** Writing assignments are to be done in blue or black ink on standard, white, ruled loose-leaf paper or computer printed. Neatness, punctuation, grammar, spelling, and following directions count toward the grade of an assignment. Prewriting, a rough/first draft, and a final copy are required for each graded writing assignment unless I tell you otherwise.

**9**. All work must have a heading which includes: legal name, class, period, and date. Write this information in the upper right-hand corner of your paper. All work must also be identified by the assignment name placed in the center of the top line of your paper. You will need to create your own titles for essays and other writing assignments.

**10**. **Cheating, plagiarism (copying work that is not your own), of course, will not be tolerated. It will result in a double F, a lowered conduct grade, a call to parents, and/or administrative action. Remember, if you allow a student to copy your work, you are also cheating, and you will receive the same penalty.**

**11**. LISTEN TO AND FOLLOW DIRECTIONS THE FIRST TIME THEY ARE GIVEN.

**12**. I expect you to be courteous to me, your classmates, and any classroom visitors. I will not tolerate disruption, disrespect, or defiance. Any challenge to my authority in the classroom that disrupts the learning environment and interferes with my students' education will be dealt with severely. I will contact parents and the administration and exclude any severely disruptive, disrespectful, and/or defiant student from my classroom as per Florida Statutes. If you disagree with me about a disciplinary or academic issue, speak to me after class or after school or send an email. Do not argue with me in class. The classroom is a professional environment, and I expect students to conduct themselves in a professional manner.

 -Always wear your official TERRA ID. Wear the proper uniform according to TERRA rules.

  **-**Raise your hand to be recognized before you speak. Do not talk in class unless I direct you to do so. This

 keeps the noise level at a minimum so students can concentrate on their work.

 **-**Keep your hands, feet, all other body parts, objects, and negative comments to yourself. Profanity is not to

 be used because it is inappropriate in a classroom setting. The classroom should be a safe, positive

 environment.

 **-**Respect other people and their property, including school property.

 **-**Do not throw paper, pens, or any other objects.

 **-**Stay in your seat unless I give you permission to move.

 **-**You may only leave the classroom in the case of a dire emergency. You will be allowed **three** Emergency

 Bathroom Passes per grading period. **Please have your parents call me or email me about any relevant**

 **medical problems or other issues that necessitate more passes.** Take care of all personal needs in between

 classes. You may not leave the classroom during the first 10 minutes and the last 10 minutes of the block.

 **-**Candy, gum, and food are not permitted in class. Open containers and packages will be taken away. Water

 bottles are permitted.

 **-**No grooming is allowed in class. This includes brushing hair and applying make up or lotion. These items

 will be taken away if used in class. Good manners are important.

 **-Keep the classroom a clean, neat environment. Throw away any trash. Put class materials back**

 **where they belong**.

 **-**Substitutes will be treated with respect and cooperation. You will be responsible for the work assigned

 when a substitute is in the classroom. All work assigned by the substitute will count toward your grade.

 Misbehavior will result in a conduct cut, parent contact, and possible administrative action.

  **-**Cell phones or any other electronic devices **are to be used only for academic purposes.** I will send you,

 your device, and a referral to an administrator if necessary.

 -**This is an unplugged English class. Headphones, earbuds, etc. are not to be used.**

Misbehavior will result in disciplinary action. Failure to follow school and/or classroom rules will result in lowered conduct grades, parental contacts, and administrative action. Any student who continually and/or severely disrupts the learning environment will be excluded from the classroom, and possibly the school, as per **Florida Statute 1003.32, UTD Contract Article VIII, and the Code of Student Conduct.**

These rules and procedures are designed to promote a safe, productive, and professional learning environment. We have read and discussed the above information and agree to follow the classroom rules and procedures.

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**Student's signature Parent's signature Date**

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  **Parent's phone number and email address**

**Parents and guardians, please feel free to call or email** **with any questions or concerns you have.**

**These rules and procedures are posted on my website for easy reference.**