

# CLASSROOM POLICIES, RULES, AND GUIDELINES

MR. MARTENS

AP UNITED STATES HISTORY, WORLD HISTORY, GLOBAL STUDIES, WORLD WAR II

**WEBSITE:** <http://www.wcusd15.org/martens>

**MATERIALS:** The following items should be brought to class everyday. You will not be permitted to leave the classroom to get any of these items from your locker.

- textbook
- loose-leaf notebook paper
- pens and/or pencils
- class folder
- homework

## GRADING:

- Classroom grades will be a compilation of the following:
  - chapter and unit tests
  - quizzes (announced and unannounced)
  - writing assignments and/or portfolios
  - homework assignments
  - classroom folder
  - class participation, effort, conduct, and attendance
- Grading Scale:
  - A = 100% - 90%
  - B = 89% - 80%
  - C = 79% - 70%
  - D = 69% - 60%
  - F = Below 59%
- Please note, the instructor does not round grades automatically. A student's class participation, effort, conduct, and attendance will determine whether or not a borderline grade will be rounded.

## ASSIGNMENTS:

- At the beginning of each chapter students will receive a preview of all assignments and activities for that unit.
- Assignments are due at the beginning of class. Assignments must be turned in on time! Late assignments will not be accepted for credit! However, all assignments must be completed—homework is not an option! Students will be required to come before or after school to complete all assignments not turned in or completed on time.
- All assignments should be turned in on loose-leaf notebook paper. Assignments on spiral notebook paper with the “squiggles” will not be accepted.
- All notes and assignments should be kept in an organized fashion in a class folder. Students will receive grades for their class folders periodically over the course of the year.

**GRAMMAR AND SPELLING:** The use of good grammar and correct spelling is not limited to the English classroom; both are skills required across the curriculum. These skills are especially important in the Social Studies, where the knowledge and understanding of the subject is only part of the discipline; being able to communicate this knowledge is equally important. Students, therefore, will be required to use good grammar and correct spelling in everything they do for this class. On all assignments, students' answers must be written in complete and grammatically-correct sentences with everything spelled correctly. The following consequences will apply if these skills are not used:

- The instructor will not grade or assess any answer that is not written in complete sentences (unless otherwise directed), so no points will be earned for that answer.
- A one-half-point deduction will be made for each grammar and spelling error.

**ABSENTEE POLICY:**

- It is your responsibility to ask about any missed work!
- If you had an excused absence (see Student Handbook for what constitutes an excused absence), you will have one day for each day missed to make up any work to receive credit.
- If you were present on the day an assignment or test was announced, then you are responsible for that assignment or test on the day you return.
- If the absence is known about in advance, you should contact the instructor before the absence to receive the work you will miss.
- If your absence was unexcused, you will not be able to make up any missed work (see Student Handbook).

**CLASSROOM RULES:** Violations of the following rules may result in warnings from the instructor, detentions as assigned by the instructor or administration, telephone calls to your parent(s) or guardian(s), and/or referral to the office.

- ☞ Understand that all school rules apply to your conduct in this classroom.
- ☞ Come to class on time. Be in your seat when the bell rings or you will be considered tardy. If a teacher has kept you after class for some reason, be sure to get a pass before you come to class or you will be counted tardy! Disciplinary referrals will be made to the office on the third, sixth, and ninth tardy, resulting in disciplinary action (see Student Handbook).
- ☞ Come to class prepared with your homework completed and with all of the required materials.
- ☞ Sit in your assigned seat unless otherwise directed.
- ☞ Do not ask to leave the classroom unless it is an emergency. Students will not be permitted to leave the classroom after the bell for any reason unless it is an extreme emergency.
- ☞ Do not leave the classroom without permission. Leaving class without permission or being removed from the classroom for misconduct will be interpreted as an unexcused absence from the classroom and will result in a “zero” on all assignments, quizzes, tests, and/or exams done or due in-class that day.
- ☞ Do not talk while I am talking. If you have something to say, raise your hand and wait patiently to be called upon.
- ☞ Be polite and respect your classmates and teacher.
- ☞ Help keep the room clean. Do not throw papers on the floor—that’s why we have wastebaskets—and do not write on the desks.
- ☞ Take good care of your textbook. Taking good care of a textbook means you should not write or store papers in it.
- ☞ Absolutely no food, beverages, or gum in this classroom.
- ☞ This class is not a study hall. You are only to work on the subject at hand while in this classroom.
- ☞ The instructor dismisses the class, not the bell!
- ☞ Enjoy the class, and let’s have a great year.

**FEEL FREE TO ASK THE INSTRUCTOR FOR HELP AT ANY TIME IF YOU HAVE QUESTIONS OR PROBLEMS. THAT’S WHAT I’M HERE FOR! I AM AVAILABLE BEFORE SCHOOL FROM 7:30-8:20, AFTER SCHOOL FROM 3:20-4:00, AND DURING SECOND AND FOURTH PERIODS.**

