

# Mr. Valentine's English Class Rules, Policies, and Procedures

## Classroom Rules

1. Respect yourselves - Show up to class in proper dress code, with all supplies, seated, and ready to learn, before the bell rings. All students who are tardy must report directly to ISS, unless they hold a pass from a faculty member. If you need to use the restroom, come to class first, ask, and obtain a pass.
2. Respect your instructor - Do not speak while Mr. Valentine is teaching. Raise your hand before speaking. Keep cell phones and smart watches silenced and in the front-of-room phone caddy from the beginning of class bell until the end, unless the instructor says otherwise.
3. Respect your fellow students - Do not speak while others are reading / sharing with the class. Do not engage in horseplay, touch, hit, or otherwise bother your fellow students. Leave their personal possessions alone. Do not use foul language.
4. Respect the school - Do not speak ill of any faculty / staff member of Charles B. Aycock in my presence. Respect all administrators, teachers, counselors, and other misc. staff at all times. Address them respectfully, and follow their instructions when given.

## Consequences

- 1st Offense - Verbal warning and referral.
- 2nd Offense - Parent contact and referral.
- 3rd Offense - Parent contact, referral, and trip to ISS.

## Classroom Policies

**Plagiarism:** Don't. Plagiarism is the use of anyone else's words or ideas without proper citation and use of either quote marks or summary/paraphrase. Do not copy/paste sections of websites into your word processor and call it your essay - not even three or four words. I do check, and you will receive both a referral and a zero on the essay assignment in question for such conduct, and I will call home. We will discuss proper usage and citation in class. When in doubt, ask.

**Cheating:** Don't. Academic dishonesty will not be tolerated.

**Absences and Makeup Work:** The school has clear rules for excused/unexcused absences, notes, etc. Whether you are absent for an excused, unexcused, or school-related reason, you must take it upon yourself to ask what work and/or assessments you've missed (preferably beforehand if possible). Consult the school handbook for further details on absences and makeup work. Consult the class website, class canvas page, or my email for any questions about missed work.

## Signatures and Contact Information

Please sign, remove, and return this page of the syllabus to acknowledge awareness of the content, rules, procedures, and expectations of Mr. Valentine's English Class.

Student Name and Signature: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Parent / Guardian Name and Signature: \_\_\_\_\_

Parent / Guardian Email Address: \_\_\_\_\_