

# The Villages® High School

## MANAGING THE CLASSROOM ENVIRONMENT

### I. BEHAVIOR STANDARDS

This classroom is a workplace, a learning environment that requires a business-like atmosphere. The goal is to create a place and atmosphere where you, your fellow students, and I can work and learn together. Every individual student shares in the responsibility for maintaining a climate where everyone's work and efforts are respected, supported, and encouraged, and where everyone respects the need to concentrate in order to create quality work and meet high standards.

As students in our learning community, you are expected to:

1. *Help create a courteous, cooperative atmosphere where everyone can concentrate on his/her work.*
2. *Take responsibility in making decisions regarding your work.*
3. *Keep your mind focused on your work and work hard all the time.*
4. *Be polite, courteous, and considerate of one another and one another's space at all times.*
5. *Support, encourage, and assist your fellow students in their learning.*
6. *Come to class on time every day and be prepared to participate actively.*
7. *Use behavior and language at all times that is appropriate to school.*
8. *Talk in a respectful, conversational tone and listen courteously when other students are talking or when the teacher is addressing the class or asking questions.*
9. *Respect the speaker, whether it is the teacher, another staff member, or another student. Do not talk while another person is addressing the class.*
10. *Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.*
11. *Do not eat in the classroom. Drink only bottled water.*
12. *Turn off your electronic devices before coming to class and put them away in your backpack.*
13. *Comply with VHS dress code policy.*
14. *Comply with all district and school expectations and regulations.*

### II. CLASS PROCEDURES

While every day can vary some in terms of agenda, the following is a summary of some of the procedures this class will routinely follow:

1. **Entering the classroom:** You are to enter the classroom quietly and be in your seat when the bell rings. Pick up any handouts from the handout tray and look to the board to review the lesson's learning goal.
2. **Bellringer:** Every class will begin with a bellringer. As soon as the bell rings to signal the start of class, look to the board and front of the room for any written or verbal instructions to begin your work. Bellringers will count for 10 points in every class period.

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3. **Restroom/Water Fountain Use:** Please use them between classes. You will only be permitted to use the restroom during class in the case of an emergency or if you have documented medical needs that require more frequent restroom visits. There will be a sign out sheet by the door that must be completed before leaving the classroom and you must have your own agenda planner.
4. **Leaving the classroom:** Do not pack up or leave your seat until I dismiss the class. I will dismiss you; not the bell. Also, once class begins, no students are permitted to leave the classroom without permission under any circumstances.
5. **Absences & Make-up Work:**

**Homework assignments:** Homework assignments are due on Moodle at the beginning of the class period and they will not be accepted late. Students will receive a zero for late homework. It is the students' responsibility to submit their work on time every day!

**Projects:** Projects are lengthy assignments and are announced well in advance of due dates. If the student is absent on the assigned due date then project must be turned in to me by a friend, parent, or e-mailed to me by the time your regularly scheduled class period ends. Absolutely no projects will be accepted late.

**Presentations:** Students must present on the date they are assigned in order to receive credit. If the student has an excused absence they must present the following day to receive credit. If it is an unexcused absence no credit will be given. If it is for a school activity students must make arrangements with the teacher prior to the event to present in order to receive full credit.

**Tests:** It is the student's responsibility to make arrangements for make-ups. If you are absent for a quiz or a test, come prepared to take it on your return to school. If you have been absent from school for several days and you feel that you are not prepared, please see me to schedule a make-up date. If it is for a school activity - students must make arrangements with the teacher prior to the event. **You will have five (5) school days from and including the date of your return to complete the test.**

**It is the student's responsibility to check their Moodle account to obtain the assignment(s).**

**ISS:** It is the students' responsibility to get all of their class work before they attend ISS. The teacher will not send work to ISS unless the student has notified the teacher in advance. You need to submit all work the day of ISS to receive credit.

**OSS:** If you are absent due to an out-of-school suspension, you need to submit work that was due on your day(s) of OSS or work that was assigned on your day(s) of OSS on the day of your return. You will receive full credit for this work if submitted when you return.

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6. **Work Area & Chairs:** You are responsible for making sure your work area is clean; no marks are on the desk or in the classroom set of books and your chair is pushed in when you leave the classroom. Failure to keep your area clean will result in a loss of class participation points for the day. Use the chairs appropriately. Do not excessively roll around the classroom with the chairs.
7. **Computer Usage:** You are only allowed to use the computers for school related work. Failure to abide by this policy will result in a detention and possibly further actions taken by administration. You must be given permission to use the computer to print work out. Also, you may not talk, use the computer, or use the printer during any lecture or presentation.
8. **Tardies and Late Arrivals:** If you arrive tardy to school after the bell rings, you should report to the front office for an admit slip. If you are more than a minute late, you will be categorized as being somewhere in the building without permission or be documented for a class cut. If you arrive to class one second after the bell rings to signal the start of class, you are considered tardy. The following is a breakdown of how tardies will be handled:

#### *How many tardies can I have?*

- |   |  |
|---|--|
| 1. On <b>every</b> unexcused tardy  | <b>Zero</b> on bellringer (out of 10 points) |
| 2. On your <b>second and every subsequent</b> unexcused tardy in a semester | <b>Parent Contact</b>                        |
| 3. On your <b>tenth</b> unexcused tardy in a semester                       | Referral                                     |

9. **Tardies During Hall Sweeps:** In addition, periodic hall sweeps will be conducted. If a student is tardy to class and in the hallway after the late bell rings, he/she will spend the remainder of the school day assigned to in-school suspension.

### III. CONSEQUENCES

If you choose to fail to follow any of these behavior standards or class procedures, there will be consequences to accept for your own actions. Of course, severe behaviors will warrant a referral to administration immediately. Lower level disruptions or violations can be handled with detentions and/or parent contact. I reserve the right to use my discretion in choosing how to handle infractions when possible but will adhere to school policy and procedures when making these decisions.

### CONTACT INFORMATION

Mr. Andy Deen  
Band I-IV, Instrumental Ensemble (beginning Band), Eurhythmics (guard), Jazz Band I-IV  
VHS, Room #325  
Andy.Deen@tvcs.org  
(352) 259-3777 ext. #3250

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**PLEASE SIGN THIS DOCUMENT WHERE INDICATED BELOW  
AND RETURN IT TO THE TEACHER AS INSTRUCTED.**

My child and I have reviewed the 2015-2016 Classroom Management Plan for Mr. Deen's class and understand the behavior standards, class procedures, and disciplinary consequences that will be applied in her classroom.

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
**(Please Print)**

**Student Signature:** \_\_\_\_\_

**Parents Name:** \_\_\_\_\_  
**(Please Print)**

**Parents Signature:** \_\_\_\_\_

Please list below the preferred method of contact. By providing your email address you are giving me permission to contact you by email concerning your child. This is my preferred method of contact as I am not always available to speak to your during the school day but I can answer email quickly between classes, etc. If the matter is of a sensitive nature, I will contact you by email to ask when it would be possible to call you or to schedule a parent conference.

**Please print your email address, home, work and cell phone numbers.**

**Parent E-mail:** \_\_\_\_\_

**Home Phone #:** \_\_\_\_\_

**Work Phone #:** \_\_\_\_\_

**Cell Phone #:** \_\_\_\_\_