Ms. Jan Bassett

Information Sheet

Rules and Expectations

2019-20

Web Page: [www.bassettchs.weebly.com](http://www.bassettchs.weebly.com)

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Schoology episd: have students show you; this is where assignments, information can also be found. Tests can also be reviewed.

Conference: 5th period (B day) from 9 to 10am on regular block days. Please contact the office –

236-2000 to schedule an appointment. Meetings take place in the school lobby.

I suggest parents / students use **Parent and Student Portals** to keep up with grades, work turned in, tardies, and attendance.

**Laptops:** are to be placed under your desk until needed. Computers are used for most tests. If computer is not brought to class for testing, 11 points will be deducted from the grade and you will write the reason for not following directions on the back of the test. **Laptops are part of learning and must be brought daily and be charged.** Also, please bring your charger, just in case.

If I see you on IM, or other sites not used for instruction I will take the computer away and this may result in a lower grade for the day.

Note: You are responsible for printing essays, handouts, or other assignments; please do not ask me or ask me to go to the library to print during my class. Please have assignments printed (stapled) BEFORE you come to class. I suggest you have paper at home to use for printing.

**Phones: No Exceptions:**

All phones must be shut off / airplane mode and placed in the “phone hanger” as you enter my class. Any phone “talking” will be removed and given to security. If a student decides to keep the phone, it will be confiscated – whether it is being used or not.

**If rules are not followed, phones will be confiscated, security called to take the phones to the Business Office.** A fine will be required to be paid to get the phone back.

**Smart Watches may not be used and may also be confiscated by security.**

**Electronics:** no headphones or any other electronic devices are acceptable and will be confiscated. Please remove any earbuds from your ears.

**Leaving the room:**  If the pass in hanging by the door, then you may go. If it is not, then you must wait. Please sign out and then sign in when you return. You only have three minutes MAX from the time you sign out and the time you sign in-restrooms are not that far from my class room.

**However, you may not leave the room**

* **First 10 minutes or the Last 10 minutes**
* **When I am lecturing, we are having class discussions or presentations**
* **When you are taking a test, writing assignments, taking notes**
* **When learning is happening**

If these rules are abused, then the class will be limited in leaving.

Students may not leave the classroom to attend a practice, take a make-up test, run errands, make copies, visit Student Activities, go to their counselors, or go to the library.

**Seating Chart:** Students will have assigned seating in the classroom. We will work independently, in pairs, and/or groups OFTEN. If a student is not in the assigned seat, that student may be counted absent.

**Novels:**

**English II** students will NOT be issued a textbook / novel to take home. When needed, we will use a class set. Novels will not leave the classroom. If copies of the works we are using have an on-line version, I will let you know.

**IB-P** students will be able to check-out novels but are encouraged to purchase novels as needed. Students are required to bring them daily. If you lose a novel/text, then you will pay for the text lost via the Business Office.

Follow the CHS Student Handbook 2019-20 when it is issued.

As students of EPISD and CHS, you are responsible for knowing and upholding all district and campus policies as outlined in the student handbook.

Please no hats, caps, sunglasses, or other accoutrement that would distract from the process of learning.

Tardies: per district, tardies occur when the final bell rings and you are not prepared for class. After 3 tardies, I will call parents/guardians and notify counselors and APs. If the tardies still persist, then a referral will be written after the fifth tardy. PLEASE, don’t be tardy. I teach Bell-to-Bell and any work you miss by being late cannot by re-taught and the work cannot be completed during class time.

Tardy Codes: 4T is an excused tardy; 5T is an unexcused tardy.

**BELL SCHEDULE:** You have 5 minutes to transition between classes, so, no need to be tardy. Do not expect me to re-explain because you failed to be on time. Any student who arrives after the tardy bell with be marked “tardy.” Students will be marked “absent” if they arrive 15 minutes or later to any class. This year will be congested in the hallways and pathways due to construction. There is no reason to be tardy to your first class of the day nor to the first class after lunch. Don’t waste time, five minutes can get you across campus. Administrators will conduct Tardy Sweeps periodically, so again, be on time.

**No food or drink** except for bottled water is allowed in class. Plastic bottles with tight screw tops that do not leak ONLY.

**No hats, hoodies, scarfs, bandanas. Jackets or other clothing/covering cannot be used to cover/hide desk work.**

**Demonstrate courtesy** – even when others do not. Behave responsibly. Respect the rights and privileges of other students, teachers, teacher-interns, teacher-substitutes, and staff. Express opinions and ideas in a respectable manner.

**Code of Conduct**: CHEATING: these activities will result in all parties receiving a CH (grade of “0”) posted without change or redo. Do not loan your work to anyone. Please do not let your parents do /write you assignments either. Many assignments will be submitted to TURNITIN.com to check for plagiarism.

“I didn’t know,” “I was in a rush,” “It was just this one time,” “My \_\_\_\_\_ helped me,” are all excuses and none are worthy to cheat.

Plagiarism copying any work or part of any work

Collusion allowing your work (any part) to be copied or copying the work of others

Academic dishonesty duplication or work/research

Fabrication of data possessing unauthorized material during assessments, tests, quizzes

Stealing others work essays, research, exams and others

Falsifying academics grades, records

**No Extra Credit:** at the end of a grading period, please do not ask for any added assignments to help.

For tests on computer (mainly schoology), if computer is not brought, student will take a paper test – eleven (11) points will be deducted and a written reason why must be written on back of paper.

Computers are a requirement per the district and must by brought to school every day, charged.

​Phones must be turned to airplane mode and be placed in the “hanger” as you walk into the class room. Hangers match your desk number. Phones can be confiscated if students do not follow my polices.

 Extra credit means an extra assignment for all students. Don’t ask. Keep up with your work and grades.

**Check the Assignment Board** for weekly assignments. Post them in your planner and/or take a picture (before / after class, not during class). And, don’t forget to look at it. Assignments are posted in a file on schoology at the end of the week-usually Saturday.

The class room is not a gym. It is a place of learning and respect. Trash: I am not your mother or maid – use the trash can. Pick up after yourself. Don’t write on the desks, books, materials that are not yours.

**Be Positive** you can do it! If you need help, please let me know.

**Be Polite** use appropriate language (watch your use of vulgarity).

 respect one another and all property not belonging to you.

 follow my directions.

**Be Prompt** be seated in assigned seat with materials.

 Work begins with bell ringers, etc. not the bell. When you enter, start to work.

Students will be given an official progress report to take home every three (3) weeks from CHS.

Homework Haven will be held afterschool in the Library again this year! It is a great opportunity to get help and also to get started on homework.

**Class Hours:** Before school from 8am to 8:30am Monday through Thursday. Use this time to make-up tests, ask questions. Students can come in during this time to work on other assignments as well. But remember, it is a study hall atmosphere, not a social time.

I do not see students during lunch or after school. If needed, please ask me for a special time if you have a special reason. Remember, coaches, band directors must let you come for make-up in the morning. You must ask them. You are a student first, then an athlete, band member, etc. If you don’t make grades you won’t play.

**Gradebook Codes:**

Codes that calculate as a ZERO. Instead of a “0,” the following codes are used

 CH cheating

 NHI not-handed-in

Codes that have NO VALUE (does not count for or against a student)

 E excused from assignment

 XMT exempt from assignment

 INC incomplete

**Semester Exam Averages**

 1st 9 weeks grade 45%

 2nd 9 weeks grade 45%

 Semester final 10% Total equals 1st semester grade: SM1

 3rd 9 weeks grade 45%

 4th 9 weeks grade 45%

 Semester Grade 10% Total equals 2nd semester grade: SM2

SM1 + SM2 + Final Exam (10%) = Final grade (100 -0 points)

**Absent / Make-up / Redo Policy:** Follow Grading Policy for this year.

This information sheet is a working document this year. With many changes in the curriculum and District, so please be patient, as always.

Please note: this document may be adjusted to address any changes from TEA, the district, campus or my class.