

## **MRS. MILLER'S CLASSROOM MANAGEMENT MEMO**

I am very excited about our opportunities to work together this year. I'm excited about 10<sup>th</sup> Grade English, but even more I am excited to learn what you think about some of our characters, and authors. I anticipate we will have interesting discussions. I hope we can relate the topics of our material to your life or the world around us during this class, as well as challenge each other with new ideas to explore.

I intend to treat you as adults with respect, honesty, and consideration. I expect you to be self-directed. I will treat you as such, unless I see you struggling or you ask me for additional guidance. If I see a persistent behavior issue, I will work with that person privately to identify why, and we will set-up a plan to make improvements.

### **General Guidelines are as follows:**

1. I expect you to be in the room when the bell rings, and I will release you at the end of class.
2. If you are late or miss class, you are responsible for what you missed. I will have folders with assignments or information for each day of the week. If you miss a day, it is your responsibility to get the materials from these folders, and turn the assignment in the following day. If you know you're going to be absent, it's a good idea to get them ahead of time. I will also have assignments posted on my website: [www.nameofschool.edu/miller/](http://www.nameofschool.edu/miller/)
3. Turn assignments into the basket.
4. Please check with me before leaving the room.
5. Put phones and music away before I start class.
  - a. Music will be allowed when you are working independently. I consider this a privilege, so you need to be working productively while listening or you will be asked to turn your music off.
  - b. Volume must also be quiet enough not to disturb others. (I will try to remind you of upcoming working days so you can bring this with you)
6. Lying, cheating, and plagiarizing will not be tolerated. I will have a conference with the individual privately regarding any incidents of this.
7. There is no touching, bumping, hugging, etc.: Keep your hands & bodies to yourselves.
8. Respect yourself, your classmates, and their property.
  - a. There will be no put downs, name calling or negative comments – in class or after class. Examples:
    - (Ok) "I disagree, I think...."
    - (Not OK) "That's stupid, I think it's...." or "Duhh, it's this....."
  - b. Listen while other are talking
  - c. Use "Please" and "Thank-you" where possible.

### **Consequences:**

1<sup>st</sup> Violation: I will give a verbal warning.

2<sup>nd</sup> Violation: We will talk after class.

3<sup>rd</sup> Violation: We will have a conference to create an improvement plan in a set timeframe.

Extended Violations: We will involve outside help such as principal, counselor, or parents to improve.

**PLEASE KEEP THIS PAGE IN YOUR CLASS MATERIALS FOR REFERENCE**

**PLEASE SIGN AND RETURN THIS PAGE**

I have read Mrs. Miller's 10<sup>th</sup> Grade English Management Memo, and I agree to comply with these guidelines.

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Student signature

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Date

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Parent signature

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Date