

# Miss Rankin's Policies and Procedures

## Class Setup

Come into the classroom and grab your journal as you enter. Journal is on screen or board.  
Objective/Assignment is on the board

## Class Atmosphere

RESPECT, Safe Environment, Wait on others

—Don't interrupt if you disagree with a student during a discussion. Let the person speaking finish their thoughts before you rebut their statements.

**Supplies:** Journal, Pen/Pencil, Notebook Paper, Binder, Notecards, Current book for the class (Text, Readings for Writers or Novel)

## Tardies

You should be in your seat when the bell finishes ringing.

If you come to class and the door is locked, please go to the cafeteria to get a pass into class.

Don't be late... you'll have an office detention...

## Bathroom Pass

There is **one** pass for the class, so only **one** student may be gone at a time.

You have **5 minutes**. *If you're gone longer than 5 minutes, we'll be talking.*

**Basket**, Located on my desk.

Please place any passes/notes to class in this basket. This helps me correct any attendance errors.

## Announcements

SILENCE!

The announcements are important—for both students and myself!

All students are expected to stand with respect during the pledges

**Your space in the room:** Boards, Journal Boxes, Books, Tissues, Desks-- please respect them! (no gum under them, or writing on them)

## Classroom Library

Check out books with me, all books are due at the end of the 6<sup>th</sup> weeks.

If you lose a book, you will need to replace it with **2** equivalent books.

**My Space in the Room:** Desk, Computer, Posters, Any electronics...

Please do not come into my space without permission.

## Turning in classwork

Heading = Upper Left

Turn all daily work into the inboxes

Late work goes in the LATE WORK box—nowhere else!

## Missing Class

It is **YOUR** responsibility to get the work you missed in class, but a buddy will take notes for you in your absence.

You have as many days to do the missing work as you were absent, but please strive to get work done promptly.

Make-up test days are TUESDAY in C143 (Mrs. Coates Room)

AM 8:00-8:40 and PM 4:00-4:40

## **Assignments**

Use pen or pencil for classwork--Any color is acceptable EXCEPT GREEN!

I grade in green, so it's hard to grade a paper written in green with my green pen!

## **Final Products**

Expected to be typed in basic manuscript form

Use 12 pt. Times New Roman, Arial or equivalent font

## **Major Assignments**

Any paper/project is due on THAT day at the START of class. If absent (**including** approved field trips), students should arrange to have the paper/project delivered to Miss Rankin on the assigned day or it will be considered late.

## **Late Penalties**

No late daily work is accepted, but the lowest daily grade will be dropped.

## **Major/Minor assignments:**

- Fifteen (15) percent off if turned in the next calendar day.
- Thirty (30) percent off if turned in at the next class meeting.

## **Extra Credit**

Opportunities are available throughout the year and will be posted in the classroom.

No more than 25 points will be given per six weeks

## **Food/Drinks**

"Snack Time" is only allowed during 2nd period announcements.

Water is the only drink allowed in the room. There is carpet in here, and water spills are easy to clean! Crumbs attract all kinds of unwanted pests. Please strive to help keep the room critter-free!

## **Phones**

Cell phones need to be **OFF** during school hours. Phones that on are during class will be confiscated.

**This includes:** Text Messaging, Checking the time, Playing games, Taking or sending photos, Making/receiving phone calls, or anything else!!

## **Class Dismissal**

99% of time you will be able to leave as the bell rings, but sometimes I have one last thing to say. Please respect that, and stay until I finish.

Please throw away any trash you made during the class with you as you exit.

## **Tutoring**

Mornings: Monday, Wednesday, Thursday and Friday; Afternoon by appointment only!

## **Point Based Grades**

You might take a 50 point quiz or a 150 point test. These points cumulate throughout the six-weeks period, and the final score will be divided by the amount of points available in a grading period.

## **Website**

eSchool.com is the gradebook

MissRankin.com is the class site (calendars, etc.)