

# Mrs. Jarman's Handbook



**2007-2008**

## **WELCOME TO THE 2007-08 SCHOOL YEAR With Mrs. Jarman**

As each new school year begins we are faced with new challenges, new teachers and new courses. I hope this year is both productive and enjoyable for each of you. It would be nice if we lived in a world in which everyone always knew exactly what to do and when to do it. Unfortunately, we do not. So..... I am providing you with this handbook to assist you in knowing and understanding the routine, the rules, the expectations, and the procedures we will follow in class.

Relax — don't panic — they really are very basic.

### **SUPPLIES**

1. **INK PENS** — Blue or black ink ONLY
2. A 1 1/2 inch binder with pockets
3. One packet of 5-tab dividers
4. Loose leaf paper. All final copies must be on loose leaf paper. No paper torn from notebooks unless the notebook has perforated pages.
5. **Consumer Ed/Personal Finance** — basic calculator

## ROUTINE

1. Enter classroom and be seated in assigned seat
2. Complete Daily work
3. Place homework assignment on the upper right-hand corner of your desk.
4. Have your pen, notebook, and book open and ready.

## EXPECTATIONS

1. Maintain a positive attitude. Attitude makes all the difference.
2. Use basic manners. I will use basic manners and expect you to as well. Please use: please, thank you, a person's name and title. If someone says, "Have a nice day." an appropriate response might be, "thank you" or "thanks, you too."
3. Respect personal property. I expect you to ask if you would like to borrow any of my personal belongings. I am willing to share, but please ask first. The same is true of anyone in this class — if you would like to borrow something from a classmate, please ask first.
4. Accept responsibility for your actions.
5. Display self-control and self-discipline

## RULES AND CONSEQUENCES

**Rule #1:** Be in your seat when the bell rings.

**Consequence:** Remain in classroom to see me after the rest of the class is dismissed.

**Rule #2:** Bring all books and supplies to class.

**Consequence:** No sharing or borrowing of books or materials. Missed work will be completed as homework.

**Rule #3:** No personal grooming while in the classroom.

**Consequence:** Remain in class to see me after the rest of the class is dismissed.

**Rule #4:** Wait for teacher to dismiss the class — the bell does not dismiss you!

**Consequence:** Remain in classroom to see me after the rest of the class is dismissed.

## DISCIPLINE

If any individual repeatedly has difficulty in following the routine, the expectations and/or the rules, more formal discipline will be administered. The following discipline plan will be followed. Please know that every type of distraction or disruption has not been listed, therefore the list is not inclusive of all possible infractions. *The most important perspective is to remember that we are all here to learn. Anyone who impedes the learning of other individuals is subject to the following discipline plan.*

### FIRST OFFENSE:

1. One hour detention to be served with me.
2. Parents may be notified.
3. Administration will be notified.
4. Student will complete written disciplinary work.

### SECOND OFFENSE:

1. One hour detention to be served with me.
2. Parents *will* be notified.
3. Administration will be notified.
4. Student will complete written disciplinary work as well as completing some physical task such as cleaning desks, sweeping, and sorting papers.

### THIRD OFFENSE:

1. Student will be sent to Mr. Ochsner for further discipline.
2. Probable removal from class.

## PROCEDURES

By the time you attend high school, it seems apparent that you know the routine. However, the routine or procedure in my class may be very different from the routine and procedure in another teacher's classroom. It is neither good nor bad to have different procedures. The important fact is that you **know** the procedure! To assist you, I am including basic procedures for various tasks. I may add to this list as the year progresses, but for now, we'll start with these. The procedures are designed to make both your life and my life easier and more organized! So, here we go.....

### 1. Quieting Class

- A. When I want your undivided, individual attention, you will see me either raise my hand or hear me clap my hands.

When you see my hand up or hear me clap my hands:

1. Freeze; stop talking
2. Turn and face me, pay attention, keep your eyes on me.
3. Be ready for instructions.

2. **Dismissal:**

- A. The bell does **not** dismiss class. I dismiss class. Please remain in your seat until I dismiss you.

3. **Collecting papers/Assignments:**

- A. Assignments should be placed on the upper right-hand corner of your desk when the tardy bell rings. Assignments are due at the beginning of the class period.

**Special Note:** You are allowed 1 (one) late assignment per quarter. The assignment may only be one day late. After the one late assignment has been used, NO other late assignments will be allowed.

4. **Collecting tests/quizzes:**

- A. When you have completed a test or quiz, simply turn the test or quiz and the answer sheet face down on your desk. ***I will collect them.***

5. **Test return/Review**

- A. I will return both a copy of the test and your answer sheet. I will also ***quickly*** review the correct answers. We will ***not*** however, debate any questions or answers on the test. You ***are*** more than welcome to come see me before or after class or before school to discuss any discrepancies you may have found.
- B. Test will be reviewed only after everyone has taken the test.

6. **Headings on Assignments**

- A. The heading on any given assignment should include the following:

First and Last Name  
Date  
Course, Class period

**EXAMPLE:** Kathy Jarman  
August 17, 2006 OR 8/17/06  
Soph. English, Per. 1

7. **Note-taking**

- A. All note-taking should include the date on which the notes were taken.
- B. Leave blank space between main points.  
— This will be illustrated in class.

8. Questions/Input/Requesting Assistance

- A. If you need assistance or need to get out of your seat, please remain in your seat and raise your hand.

\*\*\* Please do not frantically wave your hand or arm. This is very distracting.

9. If I am out of the room

- A. Continue the normal routine and procedures as well as the current assignment.  
B. Remain in your desk.  
C. Remain quiet.

10. Absences

- A. If you are ill or absent for any reason, go to the appropriate file and pick up missed work. After you pick up missed work, if you have questions, see me at the end of class. It is your responsibility to attain missed work.
- B. Missed work is generally due one day *after* your return to class. This of course depends on the number of days you are absent. **IE:** You are absent Monday and return to school on Tuesday; the missed work is due on Wednesday.
- C. If you miss a test, it is your responsibility to arrange a make-up time. Make-up tests may be an alternate test. Tests **MUST** be made up within one week of test date.

11. Cheating

- A. If you are caught cheating on a test or quiz, you will automatically receive a “zero”. If you allow someone to cheat from you, you are just as guilty and will receive a zero as well. I will be able to tell in most instances if you are allowing someone to look at your test or quiz. In addition to the zero, you will also serve a one hour detention with me. The incident will also be reported to the administration and to the National Honor Society Moderator.
- B. Plagiarizing is cheating. This includes copying directly from a published or printed form, and from the internet, as well as copying a friend or classmates work.
- C. If you are caught cheating a second time, you will not be allowed to remain in this class.

12. Illness/Appointments/Miscellaneous Request

- A. You may not leave the classroom without **YOUR** student planner or a signed, dated note from a teacher, administrator, or counselor.
- B. Try to rotate doctor, dentist, therapy, or orthodontic appointments so they do not always fall during the same class period.

13. Fire Drills

- A. In silence, exit classroom to the right.  
B. Proceed down the stairwell to the cafeteria  
C. Exit through the door that goes to the patio area outside the cafeteria. Proceed to the track.