**Ms. Benson’s Routines**

**Class Supplies/Notebooks**

* Use a three ring binder and lined loose-leaf paper to record and organize class notes and handouts.
* Divide your binder to create one section for class notes and one section for rapid writes/journal responses. The journal section will be assessed periodically, so it’s important to keep it separate from your study notes. You may bring in a separate notebook for your journals, but make sure it is approximately 8x10 in size please.
* Begin each note with your NAME, the DATE, and underlined TITLE.
* A dictionary and thesaurus must be available at home for reference (electronic/online is acceptable).
* Bring a highlighter, pencil, pen, ruler, and eraser to class each day.

**Arrival**

* Upon arrival each day please be seated at your desk and begin on your own the start-up activity, review of the previous day’s notes, or reading. “Start-Up” activities will be available on the board, on the desk at the front of the room, or on overhead.
* Being on time means being in your seat with pen and paper/books ready to go when the bell sounds. If you wish to say hello to friends, get your books and binder ready to go first. Talk to me before you leave if you need to visit the washroom, or return to your locker for a forgotten item. Repeated requests will be treated as “lates.” You will miss work during these “unexcused absences” or through any late arrivals. When you arrive, enter and be seated quietly. Look at what people are doing; listen to what is being said. Take initiative to work out what you’ve missed without disrupting the class.
* Students are not to leave class for the first or final 15 minutes of a period. If you have a medical issue, please speak with administration to make sure documentation is on file and all your teachers are informed.

**Classroom Environment**

* You do not need to ask permission to throw something in the garbage, borrow a pen, get a tissue or sharpen your pencil. Simply do so quietly and show respect and common sense when you do these activities. (i.e. not during group presentations, or teacher lessons, etc.)
* Repeated bathroom breaks throughout the week are discouraged except for a medical need. Appropriate documentation is required.
* Students who need a drink during class are encouraged to bring water to class in a reusable container. Otherwise, no food/drink is allowed in the class.
* The use of electronics is permitted for instructional purposes only. I will give you specific instructions when we need to use phones for research, definitions, media, or when you may have headphones on to complete independent assignments.

**Departure/Assemblies/Drills-Emergencies**

* I (not the bell) will let you know when to wrap up work and get ready to go. If someone is just finishing up a presentation when the bell rings, please wait and listen quietly. You can ask your next teacher to contact me if an extended English class period makes you late for your next class.
* On occasion, we might attend assemblies or evacuate the building. At these times, travel and stay/sit quietly with the class. I’ll take attendance once we arrive at our location.

**Academic Honesty**

* Plagiarism is unacceptable. Use MLA style to document all sources and ask me if you are unsure about how to document something. Refer to the Student Handbook.

**At the Heart of It All...**

* Always stop, breathe, think, and talk to me if you have a concern regarding the classroom, another student, an activity, etc. Disruptions (rudeness, disrespect, inappropriate behaviour or language, fighting, refusal to complete assigned work, failure to bring required texts/materials to class, etc. ) will be considered on a case-by-case basis depending on the situation and other determining factors. Consequences will include, but will not be limited to: *1) verbal warnings, 2) revised seating arrangements, 3) student/teacher conferences, 4) student behaviour contracts, 5) parent guardian contacts/conferences, 6) detentions, 7) referrals to school administration, 8) suspensions, and/or expulsions.*
* In addition to . . . **CURIOSITY,** ENERGY**,**  **RESOURCES,**

**A POSITIVE ATTITUDE, ORGANIZATION SKILLS,**

**PERSONAL GOALS and MOTIVATION,**

**OPEN COMMUNICATION and** USEFUL FEEDBACK,

. . . and a variety of other important factors, the rest of the class, you, and I ultimately need . . .

**RESPECT** to be able to grow and learn:

* + Respect others’ (teachers, fellow students, teacher assistants, custodians, bus drivers, principal, etc.) property, opinions, feelings, decisions, etc. Participate in classroom discussions thoughtfully and respond to the issues being discussed, not to any personal feelings about the speaker.
  + Respect school announcements by listening quietly.
  + Respect the school and the school’s property.
  + MCj03199900000%5b1%5dRespect yourself and your belongings. Take care with your work and of your work so that you can achieve your academic goals.]