Procedures & Information for Ms. Casino's Classroom: Creative Writing

ENTERING THE CLASSROOM: I will let you into our classroom at the beginning of each class meeting. If the door is locked or I am not in the room, wait quietly in line outside the classroom until you are told to enter.

AGENDA BOOKS: You will either need a CMS agenda book or personal calendar to keep yourself organized with homework, projects, and due dates.
YOU ARE IN CHARGE OF WRITING YOUR HOMEWORK DOWN.

CLASS WEBSITE: Classwork, homework, and handouts (when available) will be posted on our class website:

<div align="center">mscasinocms.weebly.com</div>

This is an excellent resource to use in order to be successful in our class.

NO RESCUE
Our school has a "No Rescue" policy, which states if a student leaves homework or other materials at home, parents are not allowed to drop it off. Exceptions are made for lunches and/or jackets, but these will be left in the office for students to pick up.

TARDY TO CLASS You must be in the classroom, and in your seat, when the bell rings, otherwise you are considered tardy.

TURNING IN PAPERS: Papers will submitted to the class Turn In Tray. These are labeled by class period. **YOU** are responsible for making sure **YOUR name** is on **YOUR paper** before submitting it to the Turn In Tray.

Writing the proper heading on every paper is **extremely important!** Without including this, you will not be able to receive credit for your work.
No Heading . . . No Credit
Example: Last, First Name
**   Subject, Period**
**   Date**

SHARPENING YOUR PENCIL: If you need to sharpen your pencil, do so at the beginning of the period, before instruction begins. If your pencil breaks during a working part of class, get a new one. Quiet, hand held pencil sharpeners OR mechanical pencils are the best thing to have and can be used during teaching times. Do not *interrupt* a teacher to ask to sharpen a pencil, just take care of it during independent work time, not when the teacher is talking to the class.

ABSENCES: When you are absent it is your responsibility to make up absent work! You have the number of days you were absent, plus one day, to make up your work. For example, if you were absent one day, you would have two days to complete your absent work. Please write "ABSENT" at the top of your assignment, and submit it to the class Late Tray.

LATE WORK: Students are given TWO "Late Work Vouchers" per semester. These vouchers must be attached to the original assignment, and submitted the class meeting after the original due date, in the class "Late Work" Tray. Without a "Late Voucher," assignments submitted one class period late will receive half credit. "Late Vouchers" MAY NOT be used on projects or long-term assignments.

THE CLASS CHIME: When I ring the class chime, you need to look at the teacher, stop talking, be still, put things down, and listen. We will rehearse this throughout the year.

USING THE RESTROOM: You don't need to interrupt the class and ask me if you can use the restroom. You should quietly ask the teacher to use the restroom when you NEED to go, during independent work time. Otherwise, you should use your passing periods to make use of the restroom, as well as nutrition and lunch times.

PACKING UP: I expect you to work the entire class period. Do not take it upon yourself to decide when to pack up at the end of the period. Most of the time you will be given the signal to pack up. This will be about two minutes before the end of the period. Clean your area. I will dismiss you when your area is clean. The bell does not dismiss you, I dismiss you.

FINISHING WORK EARLY: If you finish your work early, take out your silent reading book or study for tests, etc. Find something quiet to work on at your desk. ** This is very important, as you don't want to disturb or bother those around you.**

Classroom Management
Students are expected to behave appropriately in and out of the classroom. Respecting yourselves, your classmates, and all adults on campus is expected at all times. If one wants respect, one must give it first. I will enforce the classroom rules and consequences. For example, you are not allowed to eat candy or food in class, chew gum on campus, put makeup on or do your hair in class, bring toys, headsets, or weapons to school. Failure to follow any of these and all other rules listed in the student handbook will result in a demerit. Sometimes bad choices or poor behavior will result in a referral to the office, a parent conference, suspension, or expulsion.

Class Procedures & Video Permission Signature Sheet

Permission to View Film/Video:

Occasionally, I like to use films/videos in the classroom in order to illustrate a particular curricular-related concept. In accordance with Castaic Union School District Policy, parental permission is needed in order for students to view films used as a supplement to the curriculum.

Throughout this academic term, we may watch all or part of the following films, time permitting. Please place a "Y" next to films you give permission for your child to watch. Please place an "N" next to films you DO NOT give permission for your child to watch. In such cases, the student will be provided with an alternate assignment.

_____ *Shakespeare High* _____ *Louder Than A Bomb*

These documentaries are unrated, but do contain profanity. Please provide your permission response, per the instructions listed above.

These titles are subject to change. Additional permissions may be acquired throughout the academic term, as needed.

Please sign below, indicating that you have read through the Classroom Procedures with your child, and have reviewed the Video Permission Form. Please return this **ENTIRE PAGE** to Ms. Casino by the posted due date.

Student Name: _____ Class Period: _____

Parent Name (please print): _____

Parent Signature: _____ Date: _____

Please also see the reverse side of this page ->

Parent Homework

Student Name: *_____*

Class Period: *_____*

If there is anything you think I should know about your student, please include this information below: