

English
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Mrs. Benson and Mrs. Gruntorad
Room #: 403
LHS: (308)324-4691

Basic Classroom Routine

Beginning	Get your folder Sit down and stop talking when the bell rings Begin sponge activity
During	Listen (don't talk) when the teacher is instructing Stay seated during instruction, head up/no sleeping Cooperate respectfully with teachers and classmates If you need help, need a break, etc. - please ask!
End	30 seconds -1 minute clean up and put folder away Sit back down until the bell rings (No lining up at the door)

GRADING POLICY:

Daily Assignments (30%): sponge, activities worksheets, notes
Projects (30%): smaller writing assignments, multimedia projects
Assessments (40%): quizzes, tests, writing assignments

***Q1 45% Q2 45% Semester Final 10% -- Q3 45% Q4 45% Semester Final 10%**

Late Work: A zero and missing icon will be entered in the gradebook the day after an assignment is due. If students need more time, they may communicate with the teacher in person or via email to make arrangements. If the student does not follow the plan/arrangement, a zero and/or late score (one letter grade per week) will be assigned. ***Large projects/assessments with predetermined due dates may not be accepted.

Absences: If students are absent, it is their responsibility to get their make-up work. Students should ask the teacher to explain missing work before or after school or during 2nd period, not during class. If a student is absent due to an extracurricular activity, the student must get assignments **BEFORE** they leave for that activity and will adhere to the original due date. According to the LHS Student Handbook, students may have two days to complete assignments if ill.

Cheating and Plagiarism: Cheating and Plagiarism are not allowed on any assignment or assessment. Students are expected to do their own work. Students are not allowed to share documents unless used for a collaborative assignment and instructed by the teacher. Plagiarism includes copying information from the Internet or another student, as well as using your own work from another assignment/class. Students who cheat or commit plagiarism will be given a zero on the assignment or assessment and must meet with teacher and administration regarding a redo according to the LHS handbook.

Classroom Environment: Students are asked to maintain a safe learning environment. That can be created by showing simple respect towards one another, refraining from hurtful language and behavior, and keeping distractions to a minimum so that everyone can focus on their learning. Students are expected to be calm and quiet during work time.

Technology: Students must abide by all LPS Technology use guidelines. Students should leave their iPads closed/put away until instructed otherwise. The teacher may take away a student's device at any time during class. Students who have iPads taken away are still expected to complete all online assignments electronically and on time. Students are expected to bring their devices and charger each day as a large majority of assignments will be done online. Students must also abide by the LHS cell phone rules.

Detention: Students will abide by the rules in the Lexington High School Student handbook including cell phone and iPad rules, and behavior and disciplinary guidelines. Students will also abide by the classroom routines and expectations set by Mrs. Gruntorad and Mrs. Benson. Disciplinary consequences will follow the behavior pyramid {Warning, One-to-One Conference, Detention, Office Referral}. Detentions must be served within 2 days or time will double. At 2 hours detention time students will be reported to ISS. The four step behavior pyramid plan will start over at semester.

Safety: Fire - Exit Door #12, Tornado - ISS Room (basement), Lockdown - stay in the classroom, Evacuation - Baptist Church

Communication: Students can contact us by email at jessica.gruntorad@lexschools.org or abbie.benson@lexschools.org