

# Classroom Guidelines

*Words to live by:*

- **Respect** – for people, property (and the classroom), learning, ideas
- **Responsibility** – complete assignments, be on time, find out about missed work

## Assignments / Homework

- Many course assignments will be completed during class time. The homework you will most often have is reading. Writing assignments are to be completed during class time unless you are told otherwise. Some writing assignments will be completed on the computer and submitted via **Office 365 Teams**.
- For *some* assignments, you will have the opportunity to revise and rewrite your work. You cannot redo an assignment after it has received a mark.
- Late assignments: It is important for you to complete assignments on time in order to receive timely feedback. If you do not hand in your work by the time assignments are returned to the class, you may lose the opportunity to complete that particular assignment.

## Attendance

- Your attendance is required, and **your speaking/contribution to class discussion is part of your mark**. Students who do not regularly attend class may not be allowed to make up missed class work, except in the case of illness.
- If you are sick, you **MUST stay home**. If you have a note from your parent, guardian, doctor, you will be able to make up any in-class assignments (writing, quizzes, or tests) in a timely manner *before* it is returned to the class. You will not suffer academically if you stay home for a legitimate reason. It is your responsibility, however, to stay in touch via email and check the posts on MS Teams.
- Please make an effort to attend and be on time for class. The class is over when the bell rings. If you are the first to pack up early at the end of class before class has ended, you will be the last to leave.

## Plagiarism

Plagiarism is academic dishonesty – claiming another individual’s work, writing, or ideas as your own. This is the same as stealing another student’s test. It is not acceptable and will result in a grade of zero. It is plagiarism *even if you only use a couple sentences*. (Please refer to the policy in your agenda planner). Remember that there is not a “right answer” you can find “out there” – there are *many* answers. You have to demonstrate your *own* thinking and communicate *your* ideas in your *own voice*.

- If you do choose to refer to another writer’s words or ideas, you must
  - a) identify the author and the source with an in-text citation **and**
  - b) comment on what you think about the writer’s words or ideas in *your own words* **and**
  - c) go much *further* and ensure *most* of the work (80%) is your original thinking and writing (*even if you do reference the source of other information*)

\*If you are unsure or need help citing a source properly, please ask me for help!

Better yet, only rely on the ideas in your brain!

## Do Bring to Class

- Pencils, pens (all written assignments are to be completed in *pen*, if not typed)
- Paper, binder, textbooks, and silent reading book -- reading is fun and makes you smarter ☺
- Laptop computers, larger tablets that you can use to type, etc -- make sure they are fully charged, as you will not be able to charge them during class.

## Do NOT Bring to Class

- **Do not bring food or drink** (water bottles are okay). We all get hungry, but in order to keep the classroom clean, we all will have to wait until break or lunch to eat.
- **Do not bring personal music devices or cell phones (MP3 players, Ipods, iPhones/ cellphones)**. These devices are **NOT** to be used in class.



## Mr. W.'s Cell phone policy

Cell phones have certainly become part of everyday life, but that does not mean that it is appropriate to use them during class, just as it is not appropriate to have loud conversations during a movie or use our cell phones while playing soccer. Just because we *can* do something does not mean that we *should*.

There are a number of reasons why cell phones are *not* appropriate for class use:

- The use of cell phones is disruptive and distracting to other students.
  - Students “plugged in” to their devices are disconnected from the class environment, other students, and the teacher, and can have difficulty hearing the teacher or instructions and participating in class discussion/activities
  - The focus in English class is on independent, critical, creative thinking, rather than finding information, so cell phones have minimal benefit in the class and are mainly a source of distraction.
  - Cell phones are occasionally used to cheat, or to take unauthorized pictures/videos of other students in a disrespectful way.
  - A fair amount of research demonstrates that **cell phone use negatively impacts students’ focus and literacy skills** because users navigate quickly from task to task in a fragmented manner and are frequently interrupted.
  - It *is* true that cell phones can be used productively for educational purposes...but they are generally not used that way by students.
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- Students who need to look up a word can use a dictionary or thesaurus in the classroom.
  - Students will be provided with occasional computer lab time to type writing assignments.
  - If students need to make a phone call to speak to their parents, they can go to the office.
  - If a student’s parents need to contact their child, they can contact the office and the call will be directed to the classroom phone.
  - If students have finished their work/assignment/the activity for the day, they may be looking for something to do – this is a great opportunity to do one of the following:
    - READ! (Reading is fun and a great way to improve your vocabulary!)
    - WRITE! (Work on a writing assignment, or write your own story/poetry! Maybe there is an artist inside you trying to escape!)

\*If you or your parents have any questions, please contact me: [Bryn.Williams@burnabyschools.ca](mailto:Bryn.Williams@burnabyschools.ca)