

Mrs. Jones  
jennifer.jones@usd257.org

## Speech/Drama Classroom Procedures and Expectations

These classroom procedures and expectations will be used with the guidelines set up in the school's handbook.

### Procedures

1. The day's agenda will be on the board. Please obtain supplies needed for class (textbook, feedback sheets, white boards and markers) from the bookshelves.
2. Begin the first activity on the board at the start of class. I will dismiss the class. Please be respectful and do not pack up while I am still instructing or someone is presenting. In return, I will try my best to dismiss you on time.
3. For class, you each will have a folder kept in the room. After you have read your presentation form, place it in the folder to create a portfolio of your presentations.
4. There will be times when the class will be participating in an activity and I will signal for your attention in order to quickly redirect the activity or move to another part of the lesson.
5. Grades are calculated using a total points format. Assessments can include daily work, class participation, quizzes, tests, writing, conferences, listening, and speeches/performances.
6. If you have been absent, handouts will be in the assigned class folder on the bulletin board by the doorway. If you know you will be absent, please request your assignments ahead of time. You are responsible for any missed assignment, which can include graded projects/activities completed during class. If you miss work time on a performance, you may have to complete that work outside of class.
7. If an assignment is not completed on time, please meet with me to discuss the reason and create a plan for completing it in a timely manner. Work left in your locker or at home is still counted as late. A zero will be recorded as your grade it has been finished. Late work (excluding speeches and performances) may be handed in for full credit until the end of each quarter.
8. You are to be prepared for your speeches and performances. You will have class time to work on presentations and practice them to help to ensure that you are prepared. For most presentations, I will draw that day in class. If you

- are drawn and are not prepared, please meet with me so that we can address any issues concerning the assignment. You will have a zero until the presentation is completed, which must be done before the end of the presentation days reserved for that speech/performance. If it is not, the grade will be reduced by 40% if it is completed by the end of the quarter.
9. You may retake a failed test after reviewing the material with me outside of class time.

### Expectations

1. Be respectful to yourself and others.
2. Be on time. The consequences for being tardy are outlined in the handbook.
3. Be prepared for class. Always bring paper, a pencil, handouts, assignments, scripts, projects, and speeches needed for class that day.
4. You are expected to be in class for the entire period. Do not ask to leave the classroom during instruction or times students are presenting. If there is work time, one person at a time may sign out to go to the restroom. Please also sign out in the Bowlus office.
5. This needs to be an environment where students can feel comfortable. You will be giving feedback (both verbal and nonverbal) to your classmates and it needs to be helpful, respectful, and appropriate.
6. Refrain from using inappropriate language. I also do not tolerate negative talk about others.
7. Food is not allowed in the classroom unless it is approved for an activity, speech, or performance.
8. Cell phones and other electronic devices are to be turned off and out of sight in the classroom. Repeated violations will result in the phone being taken. Cell phone usage can contribute to a loss in points for your listening grade in class.
9. You are expected to do your own work required for class. Plagiarism and cheating are not acceptable.