**Behavior Syllabus Template**

**Guidelines for Success**

* **Insert our schoolwide guidelines of Community, Integrity, Honor, and Social Responsibility into the syllabus**

**Classroom rules** (Outline the important student behaviors that will ensure that your class runs efficiently)

* **State positively (i.e. instead of NO cellphones, please keep your cell phones on silent)**
* **Limit the number of rules to 3-6**
* **Based on the behaviors you most frequently saw last year or last semester**

**Attention Signal**

* **Make it visual, auditory, and portable**

**Classroom Procedures**

**Entering the classroom**

* + **Outline exactly what students should do from the time they enter the room until the bell rings for class to begin**

**Tardy to Class**

* + **Insert your tardy policy**

**Pencil and paper**

* + **Identify all materials that students will need for the class. In addition, develop a procedure for specific actions that students should take if they arrive to class without the necessary materials**

**Finding our Daily Assignments**

* + **Identify the following: how classwork will be assigned and how students should keep track of what they need to do for homework and long-range assignments**

**Turning in Assignments**

* + **Identify where and how students turn in classwork and homework. Specify if students are to check off completed work they turn in**

**Returning Assignments to Students**

* + **Detail policies on how work will be returned to students**

**Student Responsibilities After an Absence**

* + **Detail the following: 1. How will students find out what they missed? 2. How long do they have to make up assignments? 3. What do they do if they miss a test?**

**Late, Missing, or Incomplete Assignments**

* + **Define time limits for late work**

**Communications with Parents/Families**

* + **Provide information on how, when, and where family members may contact you.**

**Ending Class**

* + **Specify how you will end class, any responsibilities your students may have, and how you will dismiss the class.**

**Consequences for Classroom Rule Infractions**

* + **Create a menu of evidence-based correction procedures that you may assign if rules are violated**
    - **Non-verbal correction**
    - **Gentle verbal reprimand**
    - **Proximity correction**
    - **Family contact**
    - **Discussion**

**Encouragement Procedures**

* + **Identify a list of encouragement procedures you will use to develop relationships with students and to provide feedback.**