**Year 7 Essential Rules & Agreement (English Class)**

**Spoken Language**

1. English is the **ONLY** (verbal) language that is allowed during the class session; any other kind of languages are strictly prohibited.
2. Profanity, offensive, cursing or abusive words are strictly forbidden in the classroom; you will address both your classmates and your teacher professionally, formally and courteously.

**Permissions**

1. Permissions are needed for **ANYTHING** that requires movement and talking (From borrowing, moving around, going to the toilet, asking questions… etc.)
2. Permission does not mean automatic approval. You must get an approval or affirmation before you proceed with anything you want.
3. Only two students of the same gender will be allowed to go to the bathroom during the same time. This is to avoid students missing out on ongoing points being discussed in the classroom and not playing outside the classroom. (Exceptions will be for specific students based on school-parent communication)

**Code of Conduct (During classroom sessions)**

1. Questions are important and encouraged during classroom sessions, as it helps to clarify any doubts you might have. **Questions will ONLY be related to the topic being discussed**. Any question intended to waste time on purpose will attract a consequence.
2. **Borrowing of materials are not allowed during class sessions**. Make sure you come with all your needed materials to avoid distractions during classroom and limit movements that can make the class disorganized. Time management in the classroom is of the essence!
3. **Jokes are strictly forbidden during classroom session**. Not adhering to this will attract **severe** consequence. (If any educational joke arises, and the teacher (myself) permits it, please make sure to respect yourselves to stop whenever the teacher asks you to stop after a certain period of time)
4. Classwork, groupwork and activities requires specific instructions from your teacher, please make sure you listen attentively when the instructions are being given. **Instructions will only be repeated twice** (Except for clarification to instructions and for students who are just returning from the bathroom)
5. If you need any clarification in regards to anything, **please ask the teacher and NOT your classmates.** (Except during group work or activities)
6. Side-talks of any form is not allowed.

**Student Time Management**

1. Managing your time for any giving task is your responsibility. Be rest assured that **you will be given more than enough time for any assigned task**. Please make sure you manage your time efficiently to finish your task within the time given.
2. Extra time or exceptions may be given at the sole discretion of the teacher as a privilege and not a right.
3. Please be prompt when lining up after the assembly in the morning and after the break time, as any time wasted will result in time deduction.
4. Wasting time on purpose by any means necessary will not be tolerated.

**Homework, Assignments & Academic Responsibilities**

1. Homework/assignments due dates will be specified on Firefly or in the class. Please make sure your finish and submit your homework before the due dates. Students who **ALWAYS** submit their homework on time will be given extra time in for any future homework deadline as a goodwill gesture.
2. Any student that did not do his/her homework **must send me an email and cc his/her parents or guardians** stating why every homework is not done. (Subject of the email is the homework title)
3. **All homework must be attempted and show that an effort has been exerted to the student’s best ability.** Lazy work or incomplete work will result in redoing the homework again. Students who exerted clear effort t

**Tidiness & Being Organized**

1. It is your responsibility to organize your shelves and arrange your chairs for every session.
2. Littering is prohibited in the class.
3. Lunchboxes are not allowed on the table unless it’s snack-time.
4. Your flask or water bottle should be kept close to you during sessions, if you want to drink your water.

**Respect**

1. Respect is one of the core ethics of our school and class. You shall respect your teacher and classmates in every way possible, and your teacher shall do the same. (Respect include: the way you talk, your volume and tone of talking, gestures and non-verbal communications and the way you look)
2. You shall show respect even when you’re angry and dissatisfied. You can later approach the teacher to talk one-on-one about your grievances politely.
3. Disrespect of any form will not be tolerated and will attract **severe** consequences.

*I acknowledged that I have fully read and understand the rules of Year 7 above.*

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Parents/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_