Your **WORK HABIT** mark will be the lowest letter (E, S, or U) you filled in for the following 2 categories:

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| --- | --- | --- | --- |
| **Unprepared, disorganized** | **Detention, call home, parent signature (S)** | **Detention, call home, counselor referral (U)** | **Detention, parent conference (U)** |
| Date: | Date: | Date: |
| **Example offenses**: Missing class binder, unable to quickly find hand-outs / materials, needing to borrow materials from peers. | Description: | Description: | Description: |

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| --- | --- | --- | --- |
| **Off-task, wasting time, not participating** | **Detention, call home, parent signature (S)** | **Detention, call home, counselor referral (U)** | **Detention, parent conference (U)** |
| Date: | Date: | Date: |
| **Example offenses:** Not participating in lessons, not making progress on class work (includes not asking for help), doing other work instead of what is assigned. | Description: | Description: | Description: |

Your **COOPERATION** mark will be the lowest letter (E, S, or U) you filled in for the following 3 categories:

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| --- | --- | --- | --- |
| **Disrupting the learning environment** | **Detention, call home, parent signature (S)** | **Detention, call home, counselor referral (U)** | **Detention, parent conference (U)** |
| Date: | Date: | Date: |
| **Example offenses**: Talking/interrupting or leaving your seat while someone is speaking to the class, continuing to talk when Mr. Warren calls for silence and attention, talking while the class is working silently & independently, distracting others from their work, yelling, etc. | Description: | Description: | Description: |

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| --- | --- | --- | --- |
| **Inappropriate behavior or language** | **Detention, call home, parent signature (S)** | **Detention, call home, counselor referral (U)** | **Detention, parent conference (U)** |
| Date: | Date: | Date: |
| **Example offenses:** Running/chasing, littering, play-fighting, throwing/bouncing things, swearing, name-calling, using offensive language, engaging in school-inappropriate conversations, and damaging others’ property | Description: | Description: | Description: |

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| --- | --- | --- | --- |
| **Electronics w/o permission** | **Detention, kept until end of school day (S)** | **Detention, kept until end of school day (S)** | **Detention, kept until parent picks it up (U)** |
| Date: | Date: | Date: |
| **Example offenses:** having electronics or ear buds out for any reason whatsoever without permission. | Description: | Description: | Description: |

You must get permission to leave the class first! Using passes will not directly affect your WH/CP marks.

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| **Late, out of uniform, emergency hall pass** | **Stay 5 min. after class** | **Stay 5 min. after class** | **Stay 5 min. after class** |
| Date: | Date: | Date: |
| **Example uses:** Unexcused tardy, not wearing the school uniform, needing to leave the class | Description: | Description: | Description: |

**\*note: the following are inexcusable and must immediately be reported to your counselor and parents:** cheating, stealing, fighting (physically or verbally), illicit drug use/intoxication, ditching class, defiance (refusing to follow the teacher’s commands), etc..