

# Class Procedures and Standards of Conduct

## Classroom Procedures

### 1. Restroom Passes

Students are reminded that according to the school rules, the restroom should be used primarily between classes. However, due to the occasional necessity during class, students are given three restroom passes at the beginning of each semester. The passes can be used at any time. The teacher maintains records of usage in the roll book and unused passes can be traded in for extra credit at the end of the semester. If all three passes are used, then passes will be granted only in extreme emergencies. The goal of this policy is to deter overuse and promote student responsibility.

### 2. Cooperative Groups

Students will be placed into cooperative groups of three to five students (usually four). This assignment will last for approximately six weeks. Students will work together in these groups to complete laboratories, projects, and a variety of other assignments.

### 3. Student Assistants

On a periodic basis, the instructor will provide students the opportunity for extra credit by completing various tasks in the classroom. Among these tasks will be completing supply orders and going to supply room, collecting student work, distributing instructional materials, maintaining bulletin boards, preparing materials for laboratories, and making copies.

### 4. Student Notebooks

Students are required to keep all work in a bound notebook. At the end of each unit (usually a two week period), the students are asked to total the points they earned for that unit on the first blank page in their notebook. The notebooks are then turned in for recording of the results. This process requires that students be honest and frank in evaluating their own work. Along with evaluations of quiz and project grades, this gives students an on-going record of the points earned in the class.

Each day at the beginning of class, students will write the date, the agenda, the standards for the lesson, the dispatch question, and their answer to the dispatch question at the top of a new page in their notebooks. Students who do not write the date and agenda for the day in their notebooks will lose points for notebook organization during notebook checks.

### 5. Books

Except for quiz days and laboratory days, students are expected to bring their books to class each day. The instructor will stamp the student's notebook page each day to indicate they have brought their book to class. Students who do not have these stamps in their notebook will lose points for notebook stamps during notebook checks.

## Classroom Standards of Conduct

### 1. Be Safe

- Keep hands and feet to yourself.
- Stay in your seat until the teacher dismisses you. The bell does not dismiss you.
- Ask permission to leave assigned areas or seat.
- Follow directions.
- Keep aisles clear.
- Keep food or drink outside of buildings.

### 2. Be Honest

- Produce your own work, do not present the work of another as your own or aid another student in cheating.
- Tell the truth - avoid spreading rumors or gossip.

### 3. Be Responsible

- Be on time.
- Participate in class activities.
- Do homework and other assignments before they are due.
- Bring your book, notebook, calculator, and a pencil or pen to class everyday.
- Stay on task. Do not use cell phones during class.

### 4. Be Respectful

- Use appropriate voice and language. No put-downs, teasing, or bad language.
- Clean up after self.
- Dress and groom according to school dress code.
- Raise your hand to be recognized.
- Actively listen to designated speaker. Do not engage in personal conversations when the teacher is talking or while another student has permission to talk.

Consequences for inappropriate behavior will be progressive and based on the frequency and severity of the rules broken. Initially, a verbal will be given. If the behavior persists, then a change of seat, referral to the tardy/time out room, or a parent conference may follow. Students with severe or repeated inappropriate behavior and/or failure to report the tardy/time-out room, will be referred to the Dean.

Respect for one another, and creating an environment where those who want to learn are able to do so, are the reasons why we have these rules.

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I acknowledge that I have received a copy of the Class Procedures and Standards of Conduct:

NAME: \_\_\_\_\_ PERIOD: \_\_\_\_\_ DATE: \_\_\_\_\_