

Mrs. Johnson 2016-2017  
Classroom Procedures/Policies/Rules

1. When you enter the classroom, sit in your seat and begin copying and answering your bellwork from the board.

\* If you are not seated in your seat when the bell rings, you are considered tardy.

\*\* Bellwork will be checked and/or graded periodically.

2. If you are late to class without a note, a consequence will be given.

Tardy Policy

1st Tardy-Warning

2nd Tardy-detention and parent contact by teacher

3rd Tardy detention and parent notification by teacher

4th Tardy administration notified and Saturday school

5th Tardy administration notified and overnight suspension

Each Tardy after that 1 day OSS

3. If you have an excuse note for an absence, place it in the Excuse Note container. I will sign it and will return it to you before the end of the class period. **DO NOT HAND ME THE NOTE.**

4. When returning to class from an absence, check the missing assignments bin for any work that was passed out or assigned. Write down the assignment on your own paper and if there are any worksheets, please retrieve them from the bin. You may get any notes taken from a classmate.

\*Follow the AHS policy regarding time frames to turn in work from an absence.

\*\* You are responsible for any previously scheduled quizzes, tests, assignments, and/or projects that are due on the day of your return.

\*\*\* If you check in or out on a day that homework/ lab/journal or a project is due, you must bring it to me **THAT DAY**, or it will be considered late.

5. Assignments will be posted on the board and online.

6. The student center contains staplers, three-hole punch, tape, tissues, hand sanitizer, sticky notes, pens/pencils etc. for your use **DURING** class.

7. Sharpen your pencil, throw away trash, get a tissue, or get supplies anytime OTHER than instructional time.

8. Keep all papers in your crate.

9. Follow all Arlington High School Handbook Rules (dress code, electronic devices, etc.)

\*No food or drink in the classroom...Unless permission given by the teacher. This includes water bottles.

\*\*If you bring your lunch to class, it must be stored in your backpack, purse, or underneath your seat. If you are caught going thru your lunch bag/box during class times, it will be confiscated until your lunch period-in which you are responsible for returning to the class to retrieve. If confiscated after lunch, you will have to return to the class before 215pm to retrieve.

10. Come prepared to learn, bring textbook, pen/pencil, assignments, etc. You will not be permitted to go to your locker or another classroom to retrieve your items for class.

11. Do not disrupt the learning of others; raise your hand before you speak.

12. Do not get out of your seat and come to me if you have a question/comment/concern. Raise your hand, wait until after class, or utilize the Communication Binder. I will be more than happy to discuss anything but it has to be done properly and at the proper time.

13. Respect other's property: my desk, your desk, other's desks and belongings. Simply put, this means **DO NOT TOUCH ANYTHING ON ANYONE'S DESK (INCLUDING MY DESK AND THE BOOKSHELVES AROUND MY DESK or MR. JACKSON'S DESK-WITHOUT PERMISSION)**

14. Do not open the door unless the teacher asks.

15. Do not touch the thermostat for any reason.

16. The classroom is for learning, not for horseplay.

17. Do not "play basketball" with your trash. Throw it away properly at the end of class.

18. Always pay attention to the instructions given by the teacher. There may be certain ways the assignment will need to be labeled/numbered/turned in. Points will be deducted for assignments improperly done.

### Consequences:

1<sup>st</sup> offense - Warning

2<sup>nd</sup> offense - Teacher/Student Conference/Detention/Negative conduct marks

3<sup>rd</sup> offense - Teacher/Parent Conference (can be a phone call or email)/Negative conduct marks

Repeated offenses - Referral sent to grade level administrator

**\*\*Each offense will be noted in the Conduct Book\*\***

### Grading:

Your grade will be determined as follows: (by percentage)

Standard Biology:

Tests 30%

Quizzes 20%

Projects/Activities 20%

Labs 15%

Homework 10%

Classwork/Bellwork 5%

Honors Biology:

Tests 35%

Quizzes 25%

Projects/Activities/Journals/Labs 20%

Classwork/Bellwork 10%

Homework 10%

Each assignment will be worth 100%. Your goal is to score as high as you possibly can. Progress reports will be sent home as scheduled.

### Late Work Policy:

Assignments are due on the assigned due date. If the assignment is not turned in on the date and time specified, 50% will be deducted once it has been graded. A student may turn in late work for credit for no more than 5 days after the due date. After this date, a zero will be given as the final grade.

Additional:

- ❖ There is to be no "side talking" after the tardy bell rings. You should be working.
- ❖ There is absolutely no eating in the classroom. This includes candy and gum.
- ❖ The only drink allowed in class is WATER. It must be in a spill proof bottle/container. NO OUTSIDE CUPS→Sonic, McDonalds, Convenience Store, etc...
- ❖ You may not lay your head on your desk. (This includes laying your head on your arms or laying your head on books, binders, etc...) If you are not feeling well, please inform me and I will send you to the nurse. Your head will need to remain VERTICAL at all times.
- ❖ There is no sleeping in class. If you have trouble following this rule immediately, other measures such as standing during the entire class OR calling a parent/guardian OR calling an administrator may occur.
- ❖ You must go to the restroom or get water before or after class only. Do not ask in the middle of class to go. IF there is time, we will have a break in class.
- ❖ If a break is taken, you are only allowed to go to the bathroom....not to your locker, another teacher's classroom, gym, etc...
- ❖ As stated before, you will not be allowed to go to your locker because you forgot something for class. (Book, Binder, Folder, Paper, Classwork, Homework, etc...) Please come prepared each day.
- ❖ 6<sup>th</sup> & 7<sup>th</sup> Periods-You will not be allowed to go to your locker to take your books, binders, folders, etc... and put them away.
- ❖ If you were absent, please utilize the missing assignments bin for your assignment(s). Do not speak with me at the door or interrupt class after the tardy bell has rang.
- ❖ Make note, you are considered tardy if you are not in YOUR SEAT when the tardy bell rings. You need to be in your seat and prepared for class when the tardy bell rings.
- ❖ Do not get out of your seat during quizzes or tests. If you need something (includes Kleenex) please raise your hand and I will attend to you.
- ❖ You are to remain in your seat the entire class period. NO EXCEPTIONS!
- ❖ Additional rules may follow.

**\*\*Disciplinary action will occur if the aforementioned rules are broken as well as noted in the conduct book\*\***

## Only return this page.

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I understand and will adhere to all policies/procedures stated. I also understand that I will receive the noted consequences for any misconduct regarding these.

Printed Name/Signature/Date

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian Signature/Date

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_