**Policies and Standards**

1. **Classroom**

Below are the policies and standards for our classroom. At the beginning of the school year we will discuss them in length in class and sign an agreement (along with your parent/guardian) as a record of your acceptance. Throughout the school year, we will revisit these policies and standards as a reminder of how you should behave and carry yourself as a ‘senior’ middle school student.

Absence: WE all must be active participants in our learning. If you are absent, you will miss important information and class discussion that will further your understanding of the subject. If you must be absent, follow the steps outlined under Late and Make- Up Work. If you are absent under a student contract, follow the guidelines of the contract closely.

It is your responsibility **to inform yourself about the material that was covered** during your absence:

1. Go to STEMSCOPES or my website (christinab.educatorpages.com) and download worksheets if necessary.
2. Ask a classmate for notes.
3. Look into the Red Binder (on back shelve) and get notes or handouts from there.
4. Ask the teacher.

If you need help make an appointment with me before or after school, or during lunch.

Tardiness: Distractions and interruptions to the class are a waste of valuable learning time. If you must be late, enter quietly, present your pass to the teacher and take your seat. If you are tardy, you must follow the procedure outlined in the student planner to be admitted to class. You are considered tardy if you are not in your seat and ready to work at the time class begins.

Class Length: Class begins when the bells rings or according to the schedule posted on the white board. Be prepared to work throughout the period on the task at hand. Class ends when you are dismissed, not when the bell rings or the clock says it is time. Pack up only after you are dismissed.

Talking: You may feel free to talk openly while participating in class discussions, during small group work and lab exercises. However, when the teacher or fellow classmate is talking, or you are asked to quietly listen, talking out of turn is disruptive, rude, and disrespectful; under no circumstances will it be tolerated.

Language: Speak as intelligent, thinking people would speak. Inappropriate language will not be tolerated under any circumstances.

Late and Make-Up Work: There are deadlines in life and there are deadlines in school. Always hand your assignments in on time*.* **Late assignments are accepted until THREE days AFTER the due date (weekends included).** **After three days your assignment will NOT be accepted anymore**.

**Re-Do Policy**: You can redo an assignment that was seriously attempted meaning you cannot leave anything blank. You can only **redo** an assignment **once**. The revised assignment has to be handed in within a week. Final assessments cannot be redone.

See me for help if needed before you complete your re-do.

Extra Learning Time or H.E.L.P.: HELP is strongly recommended when you need help with the completion of any assignment. Be aware that you can get help here in the afternoon so that you can be successful and earn a good grade. Not to work is not an option.

Using bathrooms: Passing time of 5 minutes does allow for bathroom visits. In case of an emergency talk to me and use the proper process of exiting and re-entering the room. Bathroom visits during class period should be the exception!

Leaving and re-entering the room: **Always sign out when you leave the classroom and sign in when you re-enter.**

Visiting the Counselor: Middle school can be an emotionally charged environment. It is understood that sometimes we all have bad days or problems that we might need to talk about. If you feel you have an issue that requires help, you may go to the counselor at the discretion of the teacher. You will not have to be specific, but you will be required to indicate the severity of the problem. In general, if you, or anyone else, are not in life-threatening danger, you can wait until break of after school to see the counselor.

Electronics: Personal electronic devices of any type are NOT allowed in the classroom. These devices include but are not limited to: cell phones, handheld video games, I-pods, radios, MP3 players, cameras, and laser pointers. Leave them at home or in your locker. They do not belong into the classroom. Disallowed items will be taken and held until after school. If they are confiscated twice, they will be turned in to the office and discipline imposed.

However, at times earbuds/headphones will be needed in class. You will get informed when they will be needed.

Food, Beverages, and GUM: Simple rule: Don’t. Food and beverages are not allowed in class unless for special health reasons. GUM is a big NO! Repeated chewing will result in a parent contact and a GUM-detention (see student planner).

**Classroom Clean-Up:** A clean and organized environment is key to an enjoyable experience in our classroom. **It is everyone’s responsibility to return the room to the condition it was in when you arrived. Class will not be dismissed until the room is clean, no exceptions.** If you are working on a lab, return all materials to their proper location. Follow given directions at all times. The final class of the day should put chairs up and straighten the tables after the bell has rung.

Always act responsible when using science supplies, especially glass ware.

**Supplies from the teacher’s desk, the cabinets, and from the storage room may only be used with permission from the teacher and returned to her personally.**

Working in the Lab: We will be working with dangerous substances that require utmost care and handling. During lab exercises, stick to the task at hand for we will usually have only limited time to finish. **NO HORSEPLAY** or inappropriate behaviors will be tolerated! It is important to think about safety al the time (separate safety contract). Handle all equipment with care. **Report any spills, broken or damaged equipment to your teacher immediately in order to take safe steps for their removal.** Upon completion of lab work, clean your work area and return supplies to their proper location, so that the classroom will be ready for the next group.

**B. Discipline Policies**

School is a place to come and to learn and share experiences with your teachers and friends. Behavior guidelines are put in place for reasons. Students who break set policies are defiant and are taking away from their learning experiences as well as the learning experience of others. Students who do no abide by the policies and rules of this classroom will be dealt with in the following manner:

If you are disrupting class the following steps will be followed:

1. Warning
2. Take- Five
3. Time-Out
4. Parent Contact
5. Referral

For all other infractions (such as having electronics, magazines, toys, eating or chewing, misuse of material) you will be dealt with according to the severity of the offense. See student planner for consequences.

Fighting, any talk of fight, verbal abuse, weapons, and sexual intimidation or harassment will not be tolerated under no circumstances. You will be referred to the office upon the first offense. This offense is very serious because it demonstrates your lack of respect of life and the personal rights of freedom of others.

If you are defiant, or refuse to work, you will immediately be sent to the office with a referral. This offense is particularly serious in that it undermines all that we are trying to achieve in school. You will be required to complete the assignment or an appropriate alternative. Be aware that a conference will be called immediately with your parent/guardian and you will not be admitted back to class until we have mutually agreed upon a behavior contract.

**It is your responsibility to make up all the work that you miss if you are sent out of class. Beyond the consequences outlined here, the Oak Harbor Middle School discipline plan will apply, with no exceptions.**

1. **Grading**

Assignments fall into two categories and are graded as follow:

Assessments 90%

Daily Work 10%

Assessments include quizzes, tests, projects, lab report, and more.

Daily work includes homework, notebook entries, classwork and more.

**Important Reminder:** No Name, No Credit

Any handed in work has to be identifiable!

**Errors**

If you believe that there has been an error in the grading or recording of

your grades, please bring it to the attention of the teacher immediately. Please

follow these guidelines in doing so:

1. Print out your grade report from Skyward Family Access.

2. Approach the teacher in a friendly manner. If there has been a mistake

made, it was not intentional and it will be corrected quickly.

3. Be sure to know what assignment you are talking about. Most mistakes

are actually not mistakes at all, often assignment names and values have

been confused.

4. Have the assignment in question in your hand, ready to show the

teacher.

5. Be sure the assignment has a mark on it that the teacher has made.

Without a mark/comment, the assignment has not been submitted and no

consideration will be given to grading it.