

Mrs. L. Williams' Classroom Guidelines and Expectations



Dear Family,

My name is Mrs. L. Williams, and I am looking forward to working with you and your child. This will be a year of learning and high achievement. In order, however, to guarantee your child and all the students in my classroom, the excellent learning climate they deserve, I am utilizing the following Discipline Plan starting today.

CLASSROOM RULES FOR STUDENTS:

1. Come into the classroom quietly.
2. Be in your seat prepared for class before the tardy bell rings and begin working on your board assignment.
3. Walking around, socializing with other students, running, and play fighting are not permitted before or during class.
4. Avoid eating food, candy/gum, drinking, and personal grooming in the classroom. (Items may be confiscated)
5. Speak politely; be kind, respectful, and honest towards your teacher/ substitute and peers always, and no comments or nonverbal communication across the classroom. **This may result in a major conduct grade cut.**
6. If you have a question or need to leave your seat, raise your hand and wait to be acknowledged.
7. During instructional time, all focus should be on the teacher. **Distractions will not be tolerated.**
8. Listen carefully in class and follow any additional verbal/written information given by the teacher for the correct completion of all assignments. (This may result in a lowering of your academic grade if not followed)
9. Cell phones and wireless devices should not be seen or heard during lessons unless directed by the teacher.
10. The teacher will dismiss you, not the bell.
11. Always leave your work area clean before leaving the classroom.

Testing Rules

- Non-verbal communication, talking, walking around the room, and going in backpacks, or other bags are not permitted. Eating or chewing gum is also prohibited.
- Book bags/Backpacks, purses, etc. cannot be on your lap or on your person during testing and they must be closed and placed on the floor or under your desk.

Any violation of these rules will be considered cheating and a failing grade will be given.

***Students please note that everything that you do in the class will be considered for a grade. So, it is important to do your best and follow all classroom rules.**

ACADEMIC HONESTY

Mrs. L. Williams' Classroom Guidelines and Expectations



Copying of assignments, plagiarism, academic theft, or dishonesty will not be tolerated and will be handled according to the classroom and/or school guidelines.

Consequences For Rule Violations

1st time: Student receives a verbal warning- (if a test, a failing grade will be given)

2nd time: Teacher/ Student Conference (Time out or detention)

3rd time: Parent Contact

4th time: Referral to Team Leader

5th time: Parent Conference with team

6th time: Referral to Administration

School Tools



You must come prepared for school every day. The following items are needed:

- **One two-pocket folder (this folder will be kept in the classroom throughout the year)**
- **One three-ring binder that contains six sturdy dividers. Label the dividers as:**
 1. **Science Warm-ups/Board assignments**
 2. **Vocabulary/terms**
 3. **Science Notes**
 4. **Science Labs**
 5. **Home learning**
 6. **Foldables**

* This binder may be shared with other class subjects you may have but science labels must be kept together and in order. **Binders will be checked for a grade on occasion with or without prior notice. Binders must be organized with labels that do not fall off and include any notes or worksheets given prior to collection of the binders and all notes should be kept throughout the year to prepare for quizzes/exams.**

- Organizing Folder to keep all foldable in- Examples and explanations will be given in class, please listen carefully.
- **HIGHLIGHTERS (Preferably Yellow)- This is a mandatory item for this class.**
- Two sharpened pencils (preferably No. 2 lead barrel pencils)
- Pencil sharpener with a cover
- Stapler with staples
- Box of colored pencils/markers
- Ink pen (any color but no erasable ink pens)
- Glue stick
- Container to keep school supplies in
- Filler paper and or paper notebook
- Graph paper- (always keep a few sheets in your folder)

Mrs. L. Williams' Classroom Guidelines and Expectations



- Sticky Notes
- Index cards- (only bring them when needed)

Please note if more supplies are needed to make this year successful, you will be notified.

Classroom Procedures

Please note: **Everything you do in this classroom is considered for a grade, so do your best.**

1. **Moving around the classroom:** Walk, do not run. When you need to leave your seat, raise your hand and ask permission.
2. **Tardies:** Enter the room quietly and go directly to your assigned seat. Begin working on your board assignment. All students not in their seats **BEFORE** the bell rings will be considered late and will be marked as tardy unexcused. You must also sign the tardy log. Two tardies in one week may result in a detention.
3. **Warm-Ups/Review Assignments:** A warm-up/review assignment will be given. This assignment needs to be completed individually during the first five minutes of class and it must be done quietly. (Some warm-ups/review assignments will be graded)
4. **Hall Passes (other than a restroom)** If you need a pass, raise your hand and ask permission, giving an appropriate reason. If you do not wish to share the reason with the whole class, you may speak with me privately.
5. **Restroom:**
 - Use the restroom between classes. Once the bell rings class begins and you must be in your seat; so, use your time wisely.
 - If on rare occasions or you have a restroom emergency during instructional time, raise your hand or put your thumb up. Once permission to go to the restroom is given, **you must exit and return to class quietly.**
6. **Dismissal:** **The teacher, not the bell will dismiss the class.** Do not pack up your things before I dismiss the class. Make sure to clean up any mess you made during class **BEFORE** you leave. The room **must** be kept orderly.
7. **Class Discussion:** Ask any questions you have or write them on a sticky note to ask later. Science is critical thinking so ask the questions you are curious about. When you wish to speak, raise your hand, and wait to be called on or acknowledged.

Home learning (Homework):

1. Home learning assignments are used to reinforce or review concepts taught in class and directly affect the **effort grade** and in rare cases the academic grade.
2. Home learning must be completed to receive credit.
3. Incomplete or assignments not done must be explained on the **no-home learning sheet**.

Mrs. L. Williams' Classroom Guidelines and Expectations



4. **Late home learning will not** be accepted unless prior permission has been given by the teacher. Assignments must be completed by the due date provided or they WILL NOT be accepted.
5. **(ABSENT STUDENT ONLY)-** The assignments are written on the board typically all week long and are usually due towards the end of the week. So, if you are absent, the first day you return to class, it is **your responsibility** to write down and find out the expected due date from the teacher. Excused admits must be presented.

Absences:

All missed assignments will receive a "Z" in the grade book. Please read below for further explanation.

1. Excused absences: If your absence is considered "excused" by the attendance office, it will be **your responsibility** to see me during the last 10 minutes of class on the day you are in the class. You will then be given an opportunity to make up any missed tests/quizzes and assignments if applicable. **Make-up assignments will not be given after 3 class periods of being in class from an excused absence. A "Z" will be given. Again, it is your responsibility to ask for make-up work during these three class periods to receive credit.**
2. Unexcused absences - make-up work will be at the discretion of the teacher.
3. Planned absences: if you know ahead of time that you will be absent from school, please let me know at least one week ahead of time if possible and you will be given your makeup assignments in advance if assignments are known at that time. **Assignments must be returned on the date discussed. Assignments not turned in on the pre-determined date will not be accepted and a "Z" will be placed or remain in the grade book.**

Tests and quizzes:

1. Quizzes may be given once per week and may or may not be announced (i.e., Pop quizzes).
2. Tests may be given throughout the semester and notice will be given in advance.
3. Absolutely no talking during tests or quizzes. (See testing rules)
4. You will need an ink pen (no erasable pens) on some occasions.

Substitute Teachers:

1. If I am absent, I expect you to treat the substitute teacher with the same respect you would give me and to follow all classroom rules and procedures. Any student whose name the substitute writes down will be disciplined accordingly.
2. All assignments given must be completed the same day they were assigned. The substitute teacher will instruct you on what you are to do with your papers. To receive full credit for your work, your assignment must be completed.

Electronic devices:

Mrs. L. Williams' Classroom Guidelines and Expectations



Usage of electronic or wireless devices is used as directed by the teacher only. Students must follow all school board rules when using them. When devices are not in use, they are turned off or placed on silent mode and put out of sight. Devices should not disrupt the learning environment or cause a distraction. **THIS MEANS THERE SHOULD BE NO WAY THAT I OR ANY OTHER STUDENT COULD EVEN KNOW IF YOU HAVE THEM WITH YOU.**

If I see or hear any of these items, the following will occur:

1st time: Warning and documentation and school rules will be followed.

2nd time: Parents will be contacted and documentation.

3rd time: Parent contact and conduct grade will be lowered.

Laboratory Procedures:

Laboratory work is an extremely important part of your science education. It can also be the most enjoyable time in this class. It is among the most dangerous things you will do at school. As such, lab procedures need to be followed very carefully.

- 1. All labs must be done in pencil.**
- Carefully read and review all laboratory safety procedures before each lab exercise.
- There will be approximately one laboratory exercise per unit of study.
- You will work in the same lab group for all lab exercises. You will be required to submit a list of who is in your group at the end of the first lab activity. I may alter the size and/or composition of your lab group if it is necessary for individual exercises, due to absences, or for any other reason I deem necessary.
- Only one member of each lab group is allowed to move around the classroom at a time.
- All laboratory work needs to be done in the lab section of your binder and no other work or writing should be done in this section.
- Follow the same format for writing up each lab exercise
- 8. Violation of Laboratory Safety Procedures:**
 - Student will not be allowed to continue to participate in that day's lab exercises.
 - Repeated or serious problems may result in permanent exclusion from lab activities and parents will be contacted.

Mrs. L. Williams' Classroom Guidelines and Expectations



Complete and Return this Paper to Mrs. L. Williams.



Student/Parent Information Sheet

Period

LAST NAME _____ **ID#** _____

First NAME _____

Student Cell number _____

Student Email _____

Parent or Guardian, please provide emergency Information below:

Mother/ (Guardian)'s Name (Print) _____

Home phone _____

Work Number _____ Ext _____

Cellular Number _____

Email _____

Father (Guardian)'s Name (Print) _____

Home phone _____

Work Number _____ Ext _____

Cellular Number _____ Email _____

Other pertinent emergency information: Please write below.

(Print) _____

Please check one.

1. Does your child have access to a computer with the internet at home? _____(yes)_____(no).

2. Does your child have access to a printer at home? _____(yes)_____(no).

If you answered NO to any of the above questions, will you be able to gain access to a computer with the internet and printer for your child if need be? _____(yes) _____(no)

Mrs. L. Williams, I have read your classroom guidelines and expectations and I have discussed them with my child.

X _____
Parent Signature Date

X _____
Student Signature Date

Mrs. L. Williams' Classroom Guidelines and Expectations

