

Mr. Hoogheem's Classroom Procedures and Policies

Procedures:

Accidents: Notify the teacher immediately of any injuries, spills, broken glassware, or other accidents. Even if the incident seems minor, please let the teacher know.

Additional Help: Office hours are from 3:15-4:00 on Mondays, Tuesdays, Thursdays and Fridays. Feel free to stop in during the office hour time without an appointment. If you need to schedule a time outside of office hours, please speak with the teacher or email: christian.hoogheem@mpls.k12.mn.us.

Attention (student signal): If a student needs to get the teacher's attention, the student should raise their hand. Please do not call/shout the teacher's name from across the room unless it is an emergency situation.

Attention (teacher signal): When the teacher needs to get the class' attention, the teacher will let you know verbally to come back to attention. The teacher's hand will be raised and this is also your signal to come back to attention. 1) Stop talking and pause what you are doing. 2) Face the teacher and listen.

Beginning Class: When the class bell rings, you should 1) Sit in your assigned seat and copy the date and learning target for the day off of the smart board/blackboard into your science binder. 2) Respond to the warm-up in your science notebook. 3) Add assignment due dates (on chalk board) to your planner. If you finish these steps early, please stay seated and review your previous day's work or update your planner quietly.

Contacting the Teacher: For questions about grades, etc: Please talk to me before or after class/school or email: christian.hoogheem@mpls.k12.mn.us

End of Class: During the last several minutes of class you will be presented with the Wrap Up and/or other exit directions. 1) Engage in the end of class task 2) Stay seated until the bell rings 3) Ensure that your area is clean and that your chair is pushed in before exiting the class.

Food: Food and non water beverages are not allowed inside the classroom. All items must be stored prior to entering the class. This is a federal safety regulation that will be enforced to ensure your safety in the science classroom.

Handing in Assignments: Write your name in PEN (indelible ink) on all work that you turn in. Turn your work in to your class' slot. Ensure that your full name, the name of the class, the class hour, and the date are on your paper. If you are turning in work past the time of collection, submit your work to your class' slot

Labs: 1) Put on safety glasses prior to entering lab station 2) Leave your backpack and/or purse at your seat. These items are not allowed at the lab station. 3) Go to your assigned lab group immediately 4) Read all lab instruction before beginning work 5) Follow all lab directions carefully. Ask the teacher for clarification, if necessary. 5) Stay at your assigned group for the entire lab (no wandering) 6) Follow the exit direction on the smart board screen.

Make Up/Missing Work: If you miss class, 1) check the class folders for copies/handouts from the missed class. 2) If you need clarification: talk to the teacher at an appropriate time (before the minute bell or after class OR come to office hours. You may also check the class website on the day you are absent to find out what you will be missing.

Passes (student generated): A student may generate a pass to use the restroom, get water, or retrieve a missing class material by filling out their agenda pass page and having the teacher sign. A student may use 3 of their passes per quarter for science. No passes will be signed in the first or last 10 minutes of class. 1.) Fill out the date, time, and destination in your planner. 2) Signal the teacher at an appropriate time (work time is okay; instructional time is not okay) to sign the pass.

Tardy: 1) Enter the class quietly 2) For an *excused tardy*: Give your pass directly to the teacher, quietly gather necessary materials and take your seat. For an *unexcused tardy*: Quietly gather necessary materials and take your seat.

Test/Quiz: 1) Silently work on your quiz/test. 2) Raise your hand if you need assistance/clarification from the teacher. 3) When you are done with your assessment, place it in the provided folder and work on a silent activity (homework, teacher provided activity, etc.) until the teacher allows you to talk.

Policies:

Cell Phones/Personal Devices: Cell phones use is not allowed in class unless you have been asked to do so by the teacher for the express purpose of learning. If you desperately need to use your phone: Get permission from the teacher BEFORE doing so. School rules regarding the use of personal devices in class will be followed. Unauthorized use will result in a collection of the phone by Washburn security staff. The device will be given back to you in the time prescribed by the school policy.

Discipline: It is your responsibility to conduct yourself in a safe manner that supports the learning and positive classroom environment at all times. The teacher will redirect you if your behavior is not conducive to learning and/or the social and emotional wellbeing of yourself and others in the class. The teacher will give you a redirection (non-verbal signal or verbal reminder). If the behavior persists, then you will be escorted out of class and referred to your assigned dean.

Some behaviors will result in an immediate referral including but not limited to: inappropriate use of safety equipment or other supplies, conducting unauthorized experiments, and bullying or threatening others.

Absences: In general, you will have one week from the time you return to class to make up any work that you missed. Please have a conversation with the teacher if you have extenuating circumstances regarding absences.

Assignments : Assignments are due at the end of the day; an assignment turned in beyond this time will be considered late. It is your responsibility to correct your homework when it is reviewed in class (does not apply to all assignments).

Late Assignments – Assignments may be turned in up to one week after their due date for credit. After one week, you may still turn in the assignment (in case of retakes), but you will not earn any credit for the assignment.

Test Retakes - You will be allowed to retake any test, with the exception of the finals, provided you 1) complete all formative work and 2) come in for a review session. Please be aware, that your retake score will be the one counted in the gradebook, even if it is the lower score.

Cheating - Cheating on an assessment or copying another student's assignment will result in a score of zero for that particular piece of work. (No makeup for this will be allowed)

Tardy: Three unexcused tardies in a quarter = parent contact. Four unexcused tardies in a quarter = referral to dean. Students who are not in the room by the second bell are considered tardy. Students who are not seated and working on the warm up at 1 minute past the second bell are also considered tardy. If you miss class due to an unexcused tardy, your learning target and warm up points may not be recovered.