The following procedures will help our class to run smoothly each day. We will spend some time at the beginning of the year becoming accustomed to these procedures. Please refer to this sheet throughout the year for handling classroom business.

BEGINNING CLASS:
• Upon entering class, take your assigned seat, read instructions on the board, and copy your agenda, homework assignments, and any special instructions into your notebook.

GETTING ATTENTION (for students):
• Whether you want to ask a question, contribute to the discussion or ask for help, raise your hand and wait to be acknowledged by the teacher. You should not call out or leave your seat to get teacher attention.

GETTING ATTENTION (for teacher):
• When I need to have your silent attention, I will announce, “Class may I have your attention”. Your response will be to immediately stop whatever you are doing, look directly at me, and silently listen.

STORING PERSONAL ITEMS DURING CLASS:
• Only items required for science class may be brought into the classroom. While not in use, materials should be stored under the table. No personal grooming is allowed in the classroom.

OBTAINING PAPERS, LABORATORY EQUIPMENT, OR LEARNING MATERIALS:
• Instructions for obtaining papers, laboratory equipment, or learning materials will be posted on the day they are needed. Therefore, please read the television monitor and the chalkboard as soon as you enter the classroom. Special instructions will appear in those locations. Since YOU start the class, you must read to prepare yourself.

USING THE PENCIL SHARPENER AND DISPOSING OF TRASH:
• I want you to learn while you are in our classroom. Disruptions during class take away from the learning of others. Since I care about you and your success, I want you to be considerate of the right of each student to a learning environment that is free of unnecessary distractions. I recommend the use of mechanical pencils since they do not need to be sharpened. If standard pencils are used the procedure is as follows.
  1) Pencils should be sharpened before class begins. You may only use handheld sharpeners once class has begun, which are located on the sinks
  2) Bring two sharpened pencils with you to class.
• Likewise, trash should be kept at your table until the instructional portion of the lesson is finished. Since you are bright, considerate students who are eager to learn, I do not anticipate a problem with behaviors that distract other students.

LEAVING DURING CLASS:
• Every student has five minutes between classes in which to drink water or use the restroom. It is inappropriate for students to disrupt the learning of others by requesting permission to use the restroom during the instructional portion of the lesson. Please use the restroom on your time in order to avoid feeling uncomfortable during class. Students will not be permitted to go to the water fountain or to their locker once class has started. If you become ill during class, please notify the teacher for a clinic pass.
TARDIES:
• Students who arrive late will be assigned detention. No student may enter the classroom once class has started without a pass.

TURNING IN HOMEWORK
• Homework is an important part of learning. It provides the necessary practice to master a concept. Therefore, it is imperative that homework is completed and turned in on time. Yes, there will be homework every night that you have science. Homework is due at the beginning of class. Any work turned in during or after class is considered late work.
• For every third zero a student accumulates on homework they will be assigned lunch detention. Failure to attend the lunch detention will result in after school detention. No student may attend lunch detention without a lunch.

ABSENCES AND MAKE-UP WORK
• Students returning from an absence(s) should retrieve their handouts from the class helper. Class notes can be copied from a fellow classmate or obtained from the class web site. Make-up work must be turned in by the next class meeting after your return so that we can go over the assignment. Late and make up work should be turned into the appropriate basket for your class. If a student is absent for more than one class period they must see me.

DISCIPLINE
• Since I care about you and your success, I want you to be considerate of the right of each student to a learning environment that is free of negativity. Therefore, it is important that we foster a positive atmosphere in which students are free to express their opinions without criticism or hostility. If you are caught making negative comments to a fellow student or disrupting the learning environment, you will be asked to fill out a discipline referral slip. If you receive three slips then detention will be assigned

GRADING
Your science grade will be determined by four categories. Homework will comprise 20% of your grade, class work 20%, assessments 20%, and labs 40%.

CLASS DISMISSAL
• You will remain in your seat and silent until the teacher dismisses class. The classroom and your lab table must be cleaned to the satisfaction of the teacher. The teacher dismisses class, not the bell, not the students. Stools should be pushed under the tables upon leaving (the last class of the day will place the stools on top of the tables).

BEHAVING DURING CLASSROOM INTERUPTIONS/GUESTS:
• Since you are considerate and mannerly it should be understood that if the teacher’s attention is needed by a classroom visitor or messenger you are to remain SILENT and in your seat.

CLASS HELPER
• One student will be selected every two weeks to function as the class helper. The class helper will help me with some of my duties. As a reward for their work, they will receive five bonus bucks at the end of their term.
• Duties may include collecting and passing out homework, keeping up with assignments and notes for absent classmates, photographer of labs, lab clean up.
EXTRA CREDIT
♦ I do not believe in make up assignments. It is the student's responsibility to perform the task when it is originally given. However, there are opportunities to earn extra credit throughout the year. These opportunities are usually in the form of supplies, help with classroom procedures, or acts of kindness.

NEED HELP
• Anytime you feel confused or need additional help please ASK!!! You may contact me by email (jjones10@houstonisd.org), visit our class web page (http://bioc.rice.edu/pblclass), leave a voicemail message (713-349-1800 ext. 487), or get a pass to come in during homeroom or lunch. If necessary, after school tutoring can be arranged for special circumstances.

I have received, read, and agree to abide by the expectations, rules and procedures for this class

Students Signature: _________________________________