Welcome to the 2016-2017 school year! My name is Mrs. Howell and I will be your science teacher this year. I am looking forward to an exciting and productive year working with you!

**Required Materials (To be brought to class daily)**

3-ring binder with paper

Dividers

Pen or pencil. (Be prepared for scan-tron quizzes or tests with a pencil.)

**ALWAYS DO YOUR BEST!**

**The Rules of Success – General Procedures**

* 1. Be **prepared** and **on time** for class every day.
	2. Follow directions the first time they are given. (Learn to listen – listen to learn!)
	3. Listen to the speaker; Raise your hand to be recognized.
	4. Food and drinks are prohibited except water in a resealable container.
	5. Electronic devices must be turned off and put away unless otherwise specified.
	6. Safety rules must be followed in lab at all times.

THINK POSITIVE!

* 1. Treat our classroom with respect and pride.
	2. Always pay attention and act in a **RESPONSIBLE** manner.
	3. Be considerate and **RESPECT** your teacher and fellow students.

**Discipline Guidelines**

**Minor Offenses**

Out of assigned seat or area, note-passing, talking during notes, doing other classes' work, etc.

* First Offense: Verbal warning; name recorded
* Second Offense: 30-minute lunch detention
* Third Offense: 30-minute lunch detention; parent contacted
* Additional Offenses: Referral to the office; parent contacted

**Tardies**

School policy will be followed:

* First Tardy: Verbal warning
* Second Tardy: Parent contacted
* Third Tardy: Teacher lunch detention
* Fourth Tardy: Lunch detention (30 minutes)
* Subsequent Tardies: Referral to office

**Skipping Class**

Each Offense: Referral; zero for work missed

**Abuse of Hall Pass Privileges**

Skipping with a hall pass; staying out more than 10 minutes, etc.

* Each Offense: Referral; zero for work missed

**Cheating**

* Test or Quiz: Paper collected as evidence; grade of zero given; referral; parent contacted
* Identical classwork, reports, lab essays, etc. that are not group work: paper collected as evidence; grade of zero given; referral; parent contacted

**Improper Laboratory Procedures**

Messy use of chemicals or specimens, not working with assigned lab group, sloppy lab station, etc.

* First Offense: verbal warning; name recorded
* Second Offense: 30-minute detention
* Additional Offense: referral; parent contacted

**Unsafe or Dangerous Laboratory Procedures**

Abuse of equipment, playing with equipment, horseplay, running around in lab, etc.

* Each Offense: Immediate referral; lab privileges suspended until parent conference; parents contacted

**Extreme Misbehavior**

Defiance, yelling, obscenity, running around, unauthorized experimentation, vandalism, verbal/physical/sexual abuse of others

* Each Offense: Immediate referral; parents contacted

**Electronic Devices**

Use of electronic devices is prohibited unless express consent of instructor is given. This includes charging of cell phones. The **NEW** School procedures for cell phones is as followed:

*“Cell phones may not disrupt the learning environment, which means that a student cannot use a phone to disrupt school, or violate any aspect of the Student Code of Conduct (i.e. Bullying, harassment, initiating, insubordination). Beginning this year, we will follow a “red light” and “green light” system for cell phone use. Teachers will be issued a two-sided, laminated sign which should be hung in each classroom. The red light side indicates that cell phones are off-limits. The green light side allows students to use cell phones in a responsible manner.”*

* First Offense: Verbal warning to put device away.
* Second/Repeat Offense: Teacher referral form for unauthorized cell phone use will be filled out/turned into the office. Administration will follow the appropriate actions.

**Attendance**

Students are responsible for all missed work due to excused absence. All assignments are printed on their weekly objective/warm-up sheets. All missed work is to be made up within a time period equal to the length of the absence.

**Assignments/Homework**

Assignments and homework are valuable teaching tools! Therefore, please make sure all assignments and homework are complete and turned in on time. Students may need to spend time at home working on their binders without being told to do so. Warm-Up sheets will be given weekly and are expected to stay in the binder. The more effort they put into completing assignments and organizing their binders the better grade they will get. Also, it is the **STUDENT’S** responsibility to turn in late homework. I will not track it down.

**Grading**

* Grading procedures will follow the policies put in place by the Board of Education. Quarterly grades are determined by the following:
	+ - **70% Product** = measures the degree to which a student has mastered the content such as tests, quizzes, projects, and certain lab assignments.
* **30% Process** = assignments which provide students with the opportunity to practice skills that they are not yet expected to have mastered such as homework, reviews, class work, warm-ups, and exit tickets.
* Each of the four quarters is worth 20%, which means they make up 80% of the final grade. The last 20% is determined by scores on the midterm, performance assessment and final exam.
* Reassessments will be available as deemed appropriate by the teacher. In order to be eligible, students must have completed the **ORIGINAL ASSESSMENT** ***AND* ALL REQUIRED LEARNING/RETEACHING ACTIVITIES**.

**New Lunch Plus Tutoring**

Students who have less than a 65% in class, incomplete assignments, make-up assignments or exams, or who need extra help or instruction are required to see their science teachers on Wednesdays during lunch. The lunch schedule will be posted and students will need to know when and where they are require to meet.

Here’s to a great year!!!