 **Mr. Quillens’ CLASSROOM HANDBOOK** 

**PROCEDURES AND RULES**

The rules outline how you should behave and ensure that everyone in the class is safe and can learn.

If you are safe and can learn, you will succeed.

**Mr. Rudolphs’ RULES require you to be:**

***1.Scholarly*** – master objectives; finish assignments on time; ask intelligent questions; stay on task

***2.Motivated*** – complete all class and homework; stay focused; ask questions

***3.Accountable*** – take responsibility for your own actions and learning; bring supplies to class

***4.Respectful*** – talk to and treat others (including your teacher) kindly; make positive statements; build each other up

***5.Tolerant*** – respecting the beliefs and practices of others; giving positive praise to other students; being polite

**You will demonstrate this if you:**

1. Are kind to the teacher, classmates, and classroom.
2. Uphold PROFESSIONAL standards of behavior, participation, and presentation.
3. Arrive to class on time every day.
4. Remain silent when another member of the classroom is speaking.
5. Stay in your seat at all times unless otherwise directed.

**TITAN RULES IN EFFECT:**

1. No food, gum or drinks
2. No cell phones, PDAs, electronic games, laptops, or mp3 players
3. No passes will be issued during the first or last 15 minutes of class
4. School dress code enforced including no headwear of any sort (hoods, bandannas, hats, scarves)
5. Any work that you turn in that is not your own will receive a 0, cannot be made up, and your parents/guardians will be contacted

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| **CONSEQUENCES**1. Verbal warning- I will speak to you and remind you that you have violated one of the classroom rules
2. Student conference & parent contact and/or temporary relocation in room, or another room
3. Detention & conference with administrator
4. Detention &parent/guardian contact
5. Referral to administrator

\*Consequences are subject to change based on severity of infraction, and do NOT necessarily occur in the above order.  | **REWARDS*** Verbal praise
* Good call home
* Student of the week
* Extra credit Stickers
* Guest speakers
* Knowledge and power
* More fun class opportunities (whole class)
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**PROCEDURES:**

*Following procedures ensures that I can teach and that you can learn. If I teach and you learn, you will be successful.*

**STARTING CLASS:**

**ENTERING THE CLASSROOM**

* Enter quietly and proceed to your assigned seat.
* Take out all supplies for the day (you should not have to open bag later in class).
* Place ALL purses, bags, backpacks and other personal belongings under your chair or on the floor next to your desk.
* Begin Warm-up and / or turn in homework to the tray (if it is a loose piece of paper).

**TURNING IN HOMEWORK**

* Loose homework must be in the Work Tray for your class period by the end of the Warm-up (first 10 minutes of class) in order to count as received and on time.
* Homework not in the tray at the end of the warm-up is marked as late.

**IF YOU FORGET A PEN/PENCIL/NOTEBOOK**

* Obtain writing utensils to borrow from another student without disturbing the class. At the end of class, you must return the borrowed equipment. **It is my expectation that you bring something to write with each day! You will receive a 0 if you did not participate in class due to lack of supplies.**
* If you forget your notebook, pick up loose paper. Anything you write on the loose paper must later be copied/pasted into your notebook.

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**OFF LIMITS AREAS**

* Behind the front lab desk, behind my personal desk, inside classroom cabinets, and the stock room are considered off limits areas for purposes of student safety and equipment security. Students are not allowed in the areas unless they are directed to do so by a teacher.
* Consequences will be assigned if students are detected in these areas.

**DURING CLASS:**

**MAINTAINING ATTENTION:**

* All students must display **Active Learning Position** to be considered as participating in class. Professionals carry themselves as active learners. This includes:
	+ Sitting up straight and facing forward
	+ Engaged in current activity
	+ Track speaker with your eyes
	+ Desk cleared of personal items, including personal grooming tools and make-up
* Active Learners DO NOT put their head on their desk, socialize with other students, or drift off into space.

**PARTICIPATING IN CLASS DISCUSSION**

* If you would like to contribute to class discussion, it is absolutely necessary that you raise your hand.
* When you are called on, share your comment at a volume that everyone in the class can hear.

**USING YOUR SCIENCE NOTEBOOK**

* All work completed in this class will be completed in your SN. We will often have “open book” notebook quizzes. You will be able to achieve 100% on your notebook quiz provided that all your materials are completed and pasted in as per my instructions.
* ALL assignments must be recorded as directed in your SN.

**WHEN YOU NEED ASSISTANCE**

* If you are working on something and need teacher assistance, raise your hand and wait for the teacher quietly. I will come over and assist you personally as soon as possible. Remember to be patient. I will not help students who yell my name.

**GETTING STUDENT ATTENTION**

* If groups are working and I need your attention, I will raise one hand in the air and ask you to “help me out.” Your response will be to stop talking and signal to the rest of the group that it is time to return to full-group instruction and be quiet.

**SHARPENING YOUR PENCIL**

* Pencil sharpening is only permitted during the warm-up. It is a good idea to have your own hand-sharpener, so that you wouldn’t need to get up at all.

**USING THE RESTROOM & PERSONAL NEEDS:**

* \*\*Make sure that you are not interrupting instruction to go to the restroom. Wait until I am not instructing, for instance when you are doing independent practice or group work.
* You will only be allowed to use the restroom two times per quarter.
* I do not provide tissue for students. If you need to retrieve tissue from the restroom it will cost you one of your restroom opportunities for the quarter.
* Use the restroom before class. ***DO NOT*** come to class then ask me to use the restroom after you have placed your things in the room. If you are not back before the bell you will be marked tardy.

**LEAVING THE CLASSROOM TO SEE ANOTHER STAFF MEMBER:**

* Do not expect that I will give you a pass anywhere, except for a genuine emergency. Class time is important and should never be missed.
* If you need a pass to see a counselor, administrator, or teacher you must present a pass from that teacher in order to leave my class and see them.
* You are responsible for all missed work and assignments while you are out of the room. When you return, ask another student to copy their notes and brief you on any missed assignments.

**WHEN YOU ARE TARDY**

***Excused Tardies (when you are late to class with a pass from a teacher, administrator, or other staff member)***

* Quietly hand your pass to me (If I am instructing quietly place you pass on my desk and go to your seat/ group).
* Move silently to your assigned seat and begin work. DO NOT DISRUPT CLASS. A classmate can catch you up during independent work time.

***Unexcused Tardies (when you enter the classroom after the bell rings without a pass)***

* I close my door as soon as the tardy bell rings. Even if your materials are in the room, but you are outside my door chatting with friends when the bells rings, you will be locked out.
* Please report to Lock-Out; the Lock-Out list is on-line and will be checked daily

**THROWING THINGS IN THE TRASH**

* No trash is to be thrown away during the class period unless directed. Save any trash on the corner of your desk and drop it in the trash on your way out the door at the end of the period.
* The sink is NOT a trash can. Do not discard items in any of the sinks. Learning teams where this is a problem will be warned, and then there will be consequences.

**PASSING OUT PAPERS**

* Papers will be passed out in various ways. Listen carefully to the directions and follow the procedure in the time allotted.
* If papers are passed out in piles at the beginning of each row, you are to take one copy for yourself and then quickly pass the stack of papers to the student behind you.

**NOTEBOOK/HOMEWORK QUIZ**

* Notebook/Homework quizzes will occur periodically. This quiz consists of questions asked directly from your homework or notebook. It is an open notebook assignment.

**WHEN YOU FINISH WORK EARLY**

* There are magazines and newspapers articles in the “extra credit bin”. Read the articles and write a summary to receive 4 extra credit stickers on your next exam (LIMIT THREE PER EXAM).

**WHEN A SCHOOL ANNOUNCEMENT IS BEING MADE**

* Before a school announcement is made, the PA system makes several beeping noises. When you hear this noise, follow the “Getting Student Attention” procedure and remain silent.

**WORKING WITH A PARTNER**

* If you are asked to work with a partner, you will move your desk into “partner position.” This means that you move your desk to face the desk of the person next to you so that the tops of both of your desks are touching.
* This will be executed quickly and silently. As soon as you are in partner position, begin work immediately.
* If I assign a partner, you must remain with the partner I assign.

**GETTING INTO GROUPS**

* In this class, group work might occur at the “TEAM STATIONS”, along the walls of the classroom. When you have been assigned a group, you are to move to the stations quickly and silently. Bring all supplies that will be needed with you.
* At other times, you will have to exchange desks to work with your group. You will move the desks into “group position” so that everyone is facing each other.
* Begin the task immediately keeping in mind that participation is always a part of a group’s grade.
* If I assign a group, you must remain in the group I assign.

**COMPLETING GROUP WORK**

* When completing work in groups, all members must be actively involved.
* Listen carefully to group requirements. Sometimes I will accept one end product from the group and sometimes I expect each group member to produce an individual product.
* Assign roles to group members at the beginning of the task. Ensure that ALL group members write down appropriate information in SN.
* Stay on task—do not discuss anything other than the task at hand, do not socialize/talk with other groups.
* Be respectful of all group members—do not yell at one another or criticize anyone’s work in a disrespectful way.

**SOLUTION STATIONS:**

* I will often post answers or diagrams at the solution stations located around the room to assist with difficult assignments. You may walk over to the station, view the answer, then return to the sitting position at your desk to write your answer.
* Do not take pencil and paper to the Solution Station to copy answers or you will be graded accordingly.

**CLASS MATERIALS & SUPPLIES:**

* If you borrow materials and supplies from the class, please treat them with respect. Do not throw them at each other, across the room, or leave them on the floor.
* Supplies should be returned to their appropriate space at the end of class.
* Do not “take” supplies without asking. Most of the supplies are personally purchased by me.

**AT THE END OF CLASS:**

**CLOCK OUT**

* In the last 15 minutes of class, Mr. Quillen will say when it is time to start the clock out. Listen carefully for directions.
* After activities, your personal area as well as any group areas should be neat and tidy and supplies and books should be returned to their place.

**DISMISSAL**

* Students will NOT stand up when the bell rings or pack up their belongings. They must wait until the teacher formally dismisses them. **DO NOT STAND BY THE DOOR.**
* Generally students will be given 3 – 5 minutes before the bell **is due to ring** to finalize their tasks, clean up their areas and put their personal things away.
* No student will be dismissed from class until all of the following are complete:
	+ Each student must clean up their desk and floor area.
	+ All students must be seated.
	+ Learning tools area must be clean and organized.
	+ All textbooks are returned to shelf.
	+ No students have left work in the tray under their desk (any work left behind receives a 0).
	+ All desks are in neat, orderly rows.

**ACADEMIC POLICIES:**

**LATE WORK**

* Late work is unacceptable. If you turn in an assignment late, you will receive 50% credit. After the 5 school days, it is a 0. You must complete your work on time.

**ABSENCES**

* You are considered absent any time that you are not in class AND/OR any time that you arrive in class more than 15 minutes after class has begun.
* If you are absent from class more than 10 times, you must make up 90 minutes of time after school for EACH absence over 10 according to CMS policy.
* If absences are not made up minute-for-minute after school, you will receive an F in the course, regardless of your grade in the class.

**GETTING WORK IF YOU ARE ABSENT**

* If you are absent, you have missed important notes, class activities, and homework. It is YOUR responsibility to collect the notes and complete the work.
* Handouts can be picked up from the Binder station based on what day you missed. You may ONLY pick work up before class starts, or during the last 5 minutes of class if you are done with your other work.

**MAKE UP TESTS/EXAMS**

* If you do not pass a test, you will be permitted to do corrections for up to an 80%, within **three** days of receiving your graded test. Please follow the directions for test corrections.
* Make ups must be completed within ONE WEEK of the original test or assignment due date and must be made up before or after school.
* You must make an appointment prior to taking the test/exam. If you stay after school your parent must contact me and tell me the time they will be arriving to pick you up for the evening.

**GETTING A PROGRESS REPORT**

* I will pass out progress reports on the assigned dates on the school calendar. I usually will pass out more progress reports than CMS requires throughout the quarter.
* If you would like a progress report over the course of the semester, please ask at an appropriate time and give me time to get it printed.

**IN CASE OF EMERGENCY:**

**FIRE DRILLS**

* If there is a fire drill, we will go outside to a specified location. We will practice this during the first week of school.

**LOCKDOWN**

* In the event that a “Lockdown” is announced over the loudspeaker, students are to follow this procedure:
	+ Remain SILENT
	+ Continue to work in your seat unless further directed.
	+ Move to the left of the room (if facing the exit door) and be seated on the floor.
	+ ***Do not*** open the door or answer the phone under any circumstances.
	+ Sit silently until “all clear” announcement is made.