

MRS. LADNER'S CLASSROOM PROCEDURES

We will have a great year of learning as we explore the world around us. However, it is important that all of the procedures listed below are followed in order to ensure a safe learning environment. If you have any questions regarding a rule/procedure in this classroom, please do not hesitate to ask.

Entering the classroom:

- Please be on time. Enter the classroom quietly and in an orderly manner.
(Make Wise Choices)
- As you enter class, you are to go to your assigned seat. This will be your seat unless I assign you a different seat.
- Today's date can always be found in the same place every day: in the top left corner of the board.
- When you enter the classroom each day, you will have a Mav Mark. You can find your Mav Mark on Canvas on that week's page under the unit module.
- Homework and important dates will always be located on the front board. Make sure you write down both each day.

During Class:

- Always sit up straight in your desk facing forward. You should not put your head down on your desk at any time. You may also not wear a hood in class. Please make sure you keep your hands and feet to yourself at all times.
- If you have a question, please raise your hand and wait to be called on in order to ask/answer a question, to comment, sharpen your pencil, or get permission to leave your desk. ***Do not*** blurt out answers or questions. Please ***do not*** ask to leave the classroom or to get up during instruction. *(Attain a Great Attitude)*
- You are responsible for keeping your work area clean. You may ***not*** get up during instruction to throw things away. You may do this on your way out the door at the end of class. *(Value Others)*
- When announcements are made, you will listen carefully. There will be ***no*** talking during announcements/morning messages.
- All of my assignments can be found on Canvas and can be printed. If you do not have printing capabilities, you may come to zero block or go to the library for a paper copy.
- Telephones should stay in the student's backpack unless the teacher has explicitly allowed the students to use the device. After a warning is given for a phone being out, a minor form will be given.
- You will be responsible for having your science interactive binder (INB) each day. This is where you will take all of your notes and draw diagrams/pictures.
- I will not be grading your notebooks, but you will need to make sure you keep them organized and keep detailed notes. This will be ***VERY*** important!
- If I need your attention during class, I will ring the doorbell. When the doorbell is rung, please make sure you are quiet and give me all of your attention.

Movement around the classroom:

- Please take care of restroom/water breaks between classes. In order to go the restroom, you need to raise your hand and wait to be called on. You may only ask to go to the restroom during individual work time. You may ***not*** leave the classroom or ask to go to the restroom during instruction unless it's an emergency.

- Make sure you use the classroom sign-out form located on Canvas and my website to sign-out before you go to the restroom or leave the classroom. Make sure you sign back in on the sign-in form located on Canvas when you return to class.
- Students may ***not*** leave the classroom during the first ten minutes of class, last ten minutes of class, or during W.A.R. Time.
- We *may* work in groups some throughout the year. I will sometimes choose your groups and you may choose your groups other times. This is up to my discretion. (*Stay Safe*)
- While in groups, you should whisper. Everyone in the group is expected to participate.
- You may ***not*** get out of your seat without my permission.

Chromebooks:

- You will be expected to have your Chromebook with you in class at all times. Please make sure your computer is charged when you come to class.
- You should not play any games on the computers during class time unless given permission. If I see you playing a game, I will give you a warning. If I have to remind you again to stop playing a game, a minor form will be given.

Exiting the classroom:

- Please exit the room using the following procedure. You will ***enter*** in the door farthest from the entrance of the hallway. You will ***exit*** out of the door closest the hallway entrance. Please make sure you follow this procedure, so we can help with traffic flow between classes. (*Stay Safe*)
- We will work from bell to bell in this class. When class ends, wait for me to dismiss you. Please make sure your desk is wiped down and all trash is collected and thrown away before leaving the classroom.

Turning in assignments:

- Please turn in all assignments on time. Assignments are due when you walk into class each day.
- All assignments will be completed on Canvas unless stated otherwise by the teacher.

Make up work:

- If you miss a day, you will need to visit Canvas. I will add links to all assignments as well as a brief description of that day. I will update Canvas from unit to unit. If you miss class, you are responsible for checking Canvas.
- You are responsible for turning in and completing make-up work in a timely manner. The policies for days allowed for missing assignments can be found in the Student Handbook.

W.A.R. Time:

- You are expected to have reading material out during W.A.R. Time. This does ***not*** include reading material on a telephone or Chromebook unless you have an E-Book on your Chromebook.
- You will be allowed to have a snack and drink during W.A.R. Time. Gum will ***not*** be allowed during W.A.R. Time or any other time. This will also be the only time food and drink will be allowed in the classroom unless otherwise stated.
- You are expected to remain quiet throughout the duration of W.A.R. Time. After W.A.R. Time, you may begin your Mav Mark. You may ***not*** work on your Mav Mark during W.A.R. Time.

Testing:

- I do not tolerate cheating of any kind. Please make sure you are honest on every assignment. If you are caught cheating on a test, quiz, or assignment, the rules listed in the student handbook will be enforced.

Request to Retest:

- Once a nine-weeks, you will be allowed to retake one unit test. I will take the higher of the two grades as your final test grade. In order to retake the test, you must fill out the 'Request to Retest' form on Canvas prior to taking the test.
- If you would like to retake a test, you must come during one zero block, either online or in-person. If you cannot attend zero block, please let me know, and I will make other arrangements.
- You may ***not*** retake a test during class time. You may only retake a test during zero block or an elective class if your teacher gives you permission.

Zero Block:

- Zero block will alternate between face-to-face and online. Face-to-face zero block will begin in my classroom at 7:30. Online zero block will take place on a Canvas conference beginning at 4:30.
- You are welcome to come to my classroom during the face-to-face zero block. Please come to all zero blocks with specific questions in order to ensure we maximize your time.
- If I have to cancel zero block, I will place a sign on my door letting you know I cannot attend and/or send a Remind. I will only cancel throughout the year due to illness, parent conference, or school related meeting.

Classroom Reward System:

- Each class will be randomly separated into different houses. Students may earn points as a class, which can be turned into different individual rewards/class rewards.
- To enter your name in the drawing, you will need to one of the following:
 - Earn an 80% or above on a quiz or test
 - Earn two 100 homework grades in a row
 - Pay 5 Mav Dollars per entry
- Individual awards will be chosen from a list by the student and can be turned in during any class period, except for test days.
- The number of drawings completed each day will depend on the number of points each individual class earns. For every five points, one drawing will take place. Class points can be earned based on the following: (Each is worth 5 points)
 - Following directions the first time given
 - Working on the Mav Mark and/or reading during W.A.R. time when the bell rings
 - Following all lab directions
 - Class average of 80% or more on a quiz/test
 - On task during class/individual work
 - Labs are properly cleaned up
 - The classroom is cleaned when the class leaves
 - Good sub report (worth 10 points)
- After 200 points are earned by the class, a class reward, within reason, will be decided upon by the students.

Emergency sirens:

- During all emergency procedures/drills, you are expected to be quiet and listen to all of my instructions.
- You may not talk during any of these procedures, but you may have your telephones. Please ensure that your telephones are placed on silent.
- In case of a fire, we will line up in a single file line. I will have a sign that says 'Ladner' and you will need to follow me to our designated spot outside.

- In case of a tornado, we will line up in a single file line. We will go to our designated area in the hallway.
- In case of an earthquake, we will move underneath the desk you are sitting at and remain there until I give you further instructions.
- In any other scenario, you must listen to all instructions I give you. Your safety is of upmost importance to me. Therefore, it is very important that you remain quiet and listen to all of my directions.

DISCIPLINE PLAN

If you do not follow the rules and procedures stated above, the following actions will be taken:

- 1st offense- silent warning- a silent warning (a note reminding you of the expectations on your desk)
- 2nd offense- verbal warning- a conversation with me about the classroom expectations.
- 3rd offense- written warning- a minor form with a follow up parent email or phone call. The minor form should be returned to me the day after it is given.
- 4th offense- written warning- an office referral as well as parent contact. When a student receives an office referral, the student will spend a day in In School Detention (ISD). Depending on the severity of the situation, some behaviors, as determined by the student handbook, may result in an automatic office referral.

Positive Behavior:

- In order to reward positive behavior, candy may be passed out.
- Mav Money may also be passed out to students who are exceeding the classroom expectations. The Mav Money may be used towards various PBIS buy-ins throughout the year.

These rules and procedures are designed to ensure we create an environment in which all students have the opportunity to succeed.

Mrs. Ladner

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