

Mrs. Henninger's
Classroom Procedures
&
Regulations Manual



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ENTERING THE CLASSROOM

Students are expected to enter the classroom quietly, pick up any handouts to be used for class, and go to their assigned seat. Once seated, take out the necessary supplies to begin the day and start the bellwork activity.

START OF CLASS/BELLWORK

Once you have entered the classroom, you are expected to start the bellwork. It is during this time that pencil sharpening is to be taken care of.

All bellwork is to be completed, dated, kept in your science journal. Bellwork quizzes may be given periodically. Once your bellwork has been completed, take out your homework from the following night or begin looking over the objectives for the day to prepare yourself for class, without talking.



EXITING CLASS PROCEDURES



Students must make sure their desks, and the floor around it, are clean for the next class. Science journals, textbooks, and/or other supplies are to be returned to their proper locations in a tidy fashion before you will be dismissed. If instructed, assignments need to be turned in to the TURN IN tray at the front table. Lining up at the door in anticipation of class ending is not permitted.

The bell is a signal of the end of instructional time FOR THE TEACHER, not a dismissal que for students. Students are dismissed when Mrs. Henninger says, "Have a great day!"

ATTENTION PROCEDURES

When Mrs. Henninger wants your attention...

Whenever I want your undivided attention, I will ring the doorbell. The bell lets you know you have *five seconds* to stop everything you are doing and focus on me. There are 2 cues I will be looking for to make sure I have your attention. Make sure you do them every time I ring the doorbell:

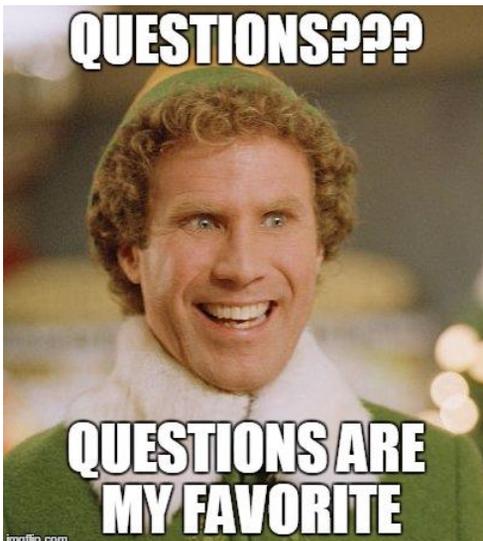
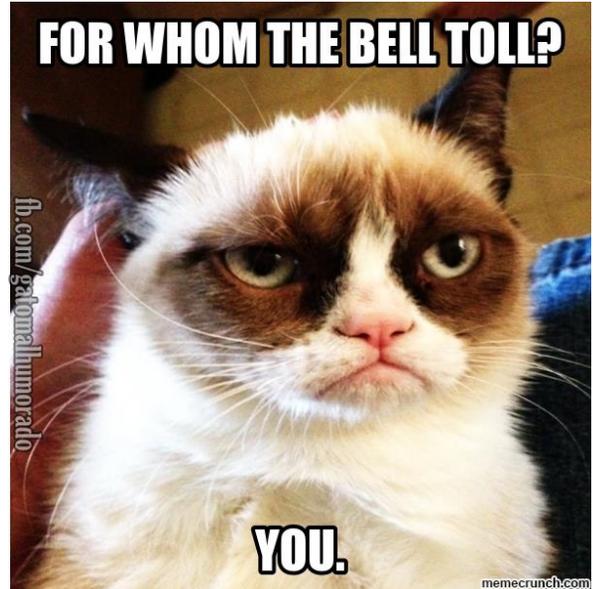
1. **Eyes on Mrs. Henninger**
2. **Quiet**

Do not continue to work on your class work, lab activity, etc. if I have rung the doorbell. Do not continue to carry on a conversation or discussion with your classmates.

When YOU need Mrs. Henninger's attention...

(Questions, Pencil sharpener, Bathroom, Etc.)

Raise your hand and wait for me to call on you or to come to your desk to help you. Do not shout out my name to get my attention. This disrupts class and is rude.



Questions are welcomed and encouraged in this classroom. Science is about inquiry- don't be afraid to ask questions!

Be sure your question is on topic. If a question begins to derail the lesson, further discussion will be saved for after class or a more appropriate time.

LEAVING THE CLASSROOM PROCEDURES

Use the restroom, get water and go to your locker **before** you come to class. I use a **10-5 Policy** in my science classroom. No one is to leave the first 10 minutes of class or the last 5 minutes of class unless it's a true emergency. Let me know what is wrong and I will address the issue accordingly.

Only **one person** will leave the classroom at a time to use the restroom or to get water.

When leaving class with the pass, you are required to leave your phone on Mrs. Henninger's desk.

The procedure will always be:

1. Ask permission to use the pass (at an appropriate time)

2. Leave your cell phone on Mrs. Henninger's desk



Interrupting instruction to ask to use the pass is rude. Permission to leave class will not be granted when Mrs. Henninger is instructing the class.

****Exceptions****

- If you are going to be sick, head to the restroom immediately. I will send you to the Nurse when you are able to return to class.
- If you have a true medical emergency, get my attention immediately

FIRE/EMERGENCY DRILL PROCEDURE



Drills are put in place to prepare you for an emergency and should be taken seriously.

Failure to do so can result in a referral.

If we are to leave the classroom, you are to exit the classroom in a **quiet and organized fashion** to the required destination. The last student out needs to make sure the door is shut and the lights are turned off.

ABSENT/LATE/MAKE UP WORK PROCEDURES

In the event of an absence, make up work will be found in the Absent Work Cart at the front of class. *Students will also need to check with Mrs. Henninger for any additional missing assignments, in addition to checking the Absent Work Cart.* All students are required return the completed work to the TURN IN tray to be graded within the designated time frame. For every absent day, students will have two days to turn in an assignment.



Everyone forgets to turn in an assignment from time to time. *All students have **3 days** from the assignment due date to turn it in.*

Each day that an assignment is late will result in a 10% score reduction.

One day late = 10% deduction

Two days late = 20% deduction

Three days late = 30% deduction

Assignments turned in more than 3 days late may not be accepted, per SCUCISD grading policy. If an assignment is graciously accepted more than 3 days late, it will receive a minimum 50% score deduction.

Play it safe: *TURN IN ASSIGNMENTS BEFORE THE 3 DAYS ARE UP!*

GROUP/PARTNER WORK PROCEDURES

Group work is an important part of learning and plays a great role in this classroom. Group work serves to increase comprehension, collaboration and understanding for all students. Students may be assigned groups for small group work and labs, and partners for partner work. Students are to stay with their assigned group or partner and are expected to provide equal contribution to the assignment.

****Group work may be limited in light of social distancing.****

Team
WORK
makes THE
DREAM
WORK

SCIENCE JOURNAL POLICY

All students are expected to keep a composition book that will serve as their Science Journal specifically for this class. Students should keep it in their backpack and to bring it to class everyday.

SUPPLIES NEEDED

- COMPOSITION BOOK
- PENCIL (*each and every day!*)
- Notebook paper
- Glue sticks
- Scissors
- Colored Pencils
- Pen (any color is fine)
- Highlighter

Classroom Expectations

- Do Your Best Always
- Think Before You Speak
- Ask Questions
- Be on Time
- Respect Each Other
- Actively Participate
- Follow Directions
- Clean Up After Yourself
- Be Prepared
- Never Give Up
- Watch Your Language
- Do the Right Thing

**Following these expectations
will ensure success in science
class!**

**They are to be followed at all
times to maintain order in the
classroom.**

Discipline Policy

If any expectations are broken within the classroom disciplinary action will take place.

Consequences

1st offense: student conference & strike 1 on minor incident report

2nd offense: contact parents/guardians via phone, email, letter & strike 2 on minor incident report

3rd offense: strike 3 on minor incident report and incident will be turned into administration as a major referral.



If behavior warrants, I will call home immediately or write an office referral!

Remember, we are at school to learn, not to disrupt class!

Lab Policy



Labs will be conducted throughout the course of the year to help you better understand the objectives. There will be a multitude of inquiry activities done throughout the year to help you grasp a more in-depth comprehension of all aspects of the content.

All students are to be on his or her best behavior while a lab is in progress. All lab policies must be followed at all times, even if the lab is an easy one. Failure to comply will result in the suspension of class labs for students in question until the student proves he or she knows proper lab procedures and behaviors.

Lab safety is a priority and if you are not practicing the necessary precautions when lab is in progress, you will lose lab privileges.

You **will not** be able to participate in a lab if you do not have a signed lab safety contract on file with **YOUR NAME**. No exceptions.

Technology in Class Policy

Students may use their cell phone in class ONLY when I explicitly state they can. When not in use, they should be stored in a backpack. Each and every student must read and sign the acceptable use policy for using technology as required by the school system. Phones may be confiscated and turned into the office if a student is caught using their phone without the teacher's permission.

The following app need to be downloaded as they will be used frequently in class:



Every student is expected to sign up for remind to receive updates as I post them.

Register from the app, join whichever class you are registered for

Science 8: text @844k48 to 81010

Honors Science 8: text @h7d9gb to 81010

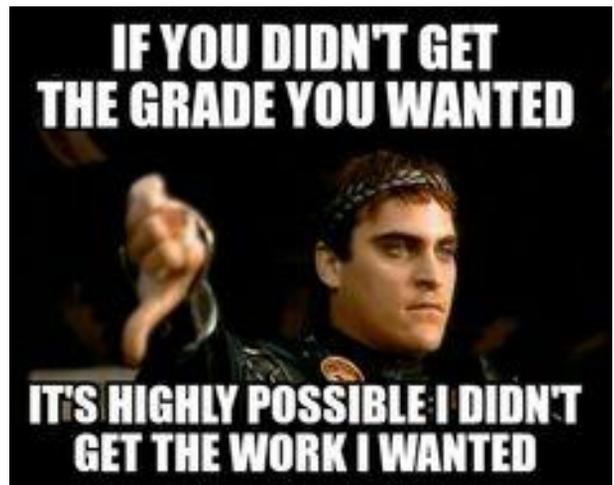
Grading/Resubmitting work/test corrections

Grades are updated once a week, by Monday. Some projects and assignments might have a longer turnaround time for grading than others and may not appear in Txconnect within that time frame.

There will be an occasional extra credit assignment offered, but do not rely on extra credit to pass the class.

Remember all students have three days to turn in late work without penalty. Students can resubmit assignments to be graded if they are not pleased with their grade.

Test corrections can be completed for partial credit. Students are **expected** to complete test corrections if they score below a 70%.



I will not remind students to resubmit assignments with low grades, test corrections, or missing work as every student is accountable for their grade.

YOUR NAME Procedures & Regulations Terms and Agreement block ____

I, _____, have read and understand all of **Mrs. Henninger's** expectations and procedures and have received a copy of the syllabus. I am fully aware of the 3 Day Policy to turn in missing assignments and that I am required to keep a notebook specifically for this class. I understand that I am expected to use the remind app and the class website to stay up to date with class information. I know that I will be placed in a cooperative learning group and that I will be disciplined accordingly for breaking class and lab expectations.

Student Signature: X _____

Student Name (Print): _____

Parent/Guardian Signature: X _____

Donations of Kleenex and Lysol wipes are always welcome and greatly appreciated. I try to keep a constant supply in the classroom throughout the year. Students will always be using colored pencils, glue, and tape throughout the year, and may need their supplies replenished.



Show this signed paper to **Mrs. Henninger!**

_____ Yes, I've joined your class on the remind app/website.

Remember, you have 3 DAYS to turn in the assignment from the date it was due or you will receive a zero.