

Classroom Policies and Procedures 7th Grade Life Science Classes

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Webpage: <https://www.enterpriseschools.net/site/Default.aspx?PageID=25> click on Staff, click on **Ryanne Watson**

Dear Students and Parents,

Welcome back! I'm excited for the upcoming school and I am very happy to work with you this year! My main goal is to help every student achieve the best of his/her ability. Therefore, I try to update grades weekly. **If you have any questions about your child's grade please contact me by email.** I will be glad to assist you. I have some wonderful, safe, hands-on lessons planned which incorporate technology and real world situations. In return, I expect students to give me their very best. I plan on making this experience safe and memorable. **My number one rule is that everyone be treated with respect, including classmates and the teacher.**

I will still incorporate the use of Schoology, however, we will primarily be using **composition** notebooks (BOUND notebooks; NO spiral notebooks or binders) on a daily basis in class. Schoology will be where all interactive links, quizlets, or anything virtual the student might need for my class. **MISSED WORK WILL BE PLACED IN SCHOOLGY IN DATED WEEKLY FOLDERS AND AVAILABLE IN FOLDERS IN THE CLASSROOM.**

PARENTS AND STUDENTS: PLEASE SIGN UP FOR REMIND: Text @9gf67ka to 81010

PARENT PHONE CALLS: I understand that many times parents work different schedules from that of the typical school day. Sometimes phone calls will be necessary and the most efficient way to complete phone calls is to schedule a specific time for them. If you are part of my class Remind, I can directly message you to set up a time to call you when you are available. If I do not have you on my class Remind, I will attempt to call you 2 times, with a voicemail attempt, before having the guidance counselor, assistant principal, or principal reach out to you to either schedule a phone conference or in-person meeting.

Course Description

In seventh grade science, we hope to develop a thorough working knowledge of scientific inquiry, to build upon students' scientific knowledge, and to develop concepts and understandings of science which allow students to become scientific thinkers. In addition, we hope to familiarize students with the manipulation of laboratory materials and lab procedures, to develop a keen interest in and appreciation of science in the world around us, to build group collaboration and teaming skills necessary for scientific activities, and to create and analyze data charts and graphs and make conclusions from them.

Instruction is given in the form of lectures (sometimes Screencastify), scaffolded & chunked notes, demos, videos, labs, projects, critical thinking scenarios, and group discussions. We will also practice proper note-taking and study skills. Labs and projects are designed to help students develop their higher critical thinking skills through observation and inquiry. Cooperative participation in class activities as well as attendance is expected and is a **key** part to being a successful student.

Textbook and Supplies

***I present all material using Google Slides, text via handouts glued into the notebooks, student responses, graphic organizers, or collaborative group research (via technology). Students will have access to these presentations via Schoology, however, the notebooks will be their primary source of information. Students will have access to an online textbook therefore, I do not issue a textbook.**

- 2 composition notebooks
- Pencils

Grading System

Students may earn grades by completing:

- | | |
|--|-----|
| 1. Test/Projects | 50% |
| 2. Quizzes/Notebook/Classwork/Homework | 50% |

Grades may be modified due to an extreme emergency or student disability. The teacher will have a conference with the parent/guardian and an administrator to discuss modifications.

Classroom Policies & Classroom Procedures

Entering Class

1. Enter class & be seated before the bell rings. If students enter the class late, they will receive a tardy. After the fourth tardy the student will be referred to the principal.
2. Find your assigned seat. Check the board for the morning Bell Ringer

Restroom Use

1. Students will receive only **two** restroom passes each **nine weeks**. (BAZINGA) Students are encouraged to use the restroom before coming to class.
2. Students are only allowed to use the restroom
 - a. When it is an emergency
 - b. Between classes
 - c. After notes and/or quizzes/tests/labs are finished
3. **Any restroom passes that are left at the end of the nine weeks will turn into two bonus points each.**

Make-up Work

1. The student is responsible for any work missed during an absence. It is his/her responsibility to get all notes, worksheets and make up all tests. Labs can be made up after school on Wednesdays.
2. Students will have **three days** to make-up work for **70% of their earned grade** for any **unexcused absences**. For example: If a student with an unexcused absence makes up an assignment (within 3 days) and earns a '100' grade, then the student will only receive a '70'.
3. Students with an **excused absence** will have **three days** to make up any missing work and announced tests to receive full credit. The three day guideline may be extended with approval of the teacher in case of **additional** excused absences.
4. Make-up tests should be arranged for before or after school. Weekly quizzes should be made up before or after school.
5. **ALL MAKE-UP WORK THAT CAN BE COMPLETED AT HOME WILL BE AVAILABLE THROUGH THE WEEKLY FOLDER IN SCHOOLGY**

Homework

1. Students will sometimes have homework if assignments are not completed in class.
2. Any homework that is given (daily homework questions, work the student does not complete in class, or take home projects) will be taken up for a grade.
3. Late work will be accepted with an automatic penalty of 30%. For example, if a student turns in an assignment late, the highest he or she will be able to receive is a 70%.

When Should I See Mrs. Watson for Help?

1. Students should ask questions as soon as they do not understand a topic.
2. Students may ask for help during class when we have time to work on assignments or make arrangements to come in, before or after school.
3. I am also available for extra help after school on Wednesdays after school if a student has decided he/she needs extra help.

Bonus Points

All students have an equal opportunity to earn bonus points throughout the semester. Each student will receive two bathroom passes per nine weeks. Any passes turned in at the end of the nine weeks will equate to 2 bonus points apiece.

Fire, Severe Emergency and Lock Down Drills

1. During a fire drill students will follow the teacher to the designated area outside the school building. Once outside the teacher will call roll. Students will remain outside with the teacher until released by administration or the teacher.
2. During a severe weather drill students will follow the teacher's directions on when to go to the storm shelter. Students should enter the hallways and cafeteria quietly and remain quiet until released by the administration or a teacher.
3. During a lockdown drill, students will be instructed to find a seat away from windows and doors. Students should remain quiet during the drill and follow all of the teacher's directions.

Exceptions

Exceptions will be made under certain circumstances such as an emergency and/or health related issues. If work is missed during an emergency or health related issue then it must be made up. Please check with the teacher for make-up work and/or any test make-up dates.

Student Responsibilities

1. Be on time to class and ready when the bell rings. If unpreparedness becomes a habit, a parent contact will be made.
2. Turn class work & homework in on a timely manner.
3. Follow all classroom and school policies and procedures.
4. Be respectful to peers' learning experience, the teacher, and all classroom materials including computers, lab equipment and community materials.
5. Follow all lab safety policies and procedures.
6. Raise hand to be called upon.
7. Remain in your seat to be dismissed from class by the teacher, not the bell.

Discipline Procedures

1. Non verbal warning.
2. Verbal warning
3. Teacher/student meeting
4. Parent/guardian contact
5. Detention
6. Referral to principal or guidance counselor

The order of these procedures may vary at the teacher's discretion, according to the frequency or seriousness of the problem.

Academic Honesty

Cheating will not be tolerated. If any student is caught cheating they will receive a 0. Students may also be referred to the principal if cheating. Students should be responsible for their own work and take pride in ownership. All of the following are considered cheating:

- Looking on another classmate's test.
- Showing a classmate test answers.
- Talking during a test.
- Copying homework/class work.
- Plagiarism. Copying another's work without giving them credit for the work.
- **PLAGIARISM INCLUDES COPYING AND PASTING FROM GOOGLE OR WEBSITES. (This one will be practiced and reinforced throughout the school year. If a student has been found to have copied and pasted from any website, then they will be required to re-do the assignment with a penalty deduction of 10%)**

Please read, sign, and return this form only to Mrs. Watson no later than _____. I am so excited to see what this year has to bring in Life Science! I am eager to work with you and your child! If you ever have questions please do not hesitate to contact me.

Sincerely,
Mrs. Watson

Classroom Policies and Procedures

Teacher: Mrs. Watson
E-mail: cwatson@enterpriseschools.net
Phone: 334-347-1141

I (we) have read the information about the 7th grade Life Science curriculum, the grading policy, student responsibilities, classroom procedures and the discipline procedures for Mrs. Watson's class.

I have read the classroom syllabus concerning classroom policies and procedures and agree to follow all rules and procedures.

** _____
Student signature

** _____
date

As a parent or guardian, I have read the syllabus concerning classroom policies and procedures and I will encourage my student to abide by these rules.

** _____
Parent/Guardian signature

** _____
date

Parent Contact Information:

Phone:

Email:

Dauphin Lab Safety Rules



Safety Standards of Student Conduct in the Classroom, Laboratory, and in the Field

1. Conduct yourself in a responsible manner at all times. Horseplay and pranks are prohibited.
2. Lab and safety information and procedures must be read ahead of time. All verbal and written instructions shall be followed in carrying out the activity or investigation.
3. Eating, drinking, gum chewing, applying cosmetics, touching contact lenses, and other unsafe activities are not permitted in the laboratory.
4. Removing chemicals or equipment from the classroom or laboratory is prohibited unless authorized by the instructor.



Personal Safety

5. Goggles, face shields, or safety glasses shall be worn during lab activities including pre-laboratory work and clean-up, unless the instructor specifically states that the activity does not require the use of eye protection.
6. Lab aprons shall be worn and remain tied during lab activities including the pre-lab work and clean-up.
7. All accidents, chemical spills, and injuries must be reported *immediately* to the instructor, no matter how trivial they may seem at the time. Follow your instructor's directions for immediate treatment.
8. Tie back long hair. Do not wear loose or baggy clothing or dangling jewelry on laboratory days. Wear closed-toe shoes - no sandals/ flip-flops.
9. If in doubt, ask questions!
10. Know the location of all safety equipment in the room. This includes eye-wash stations, fire extinguishers, and the safety blanket.
11. Students must not handle living organisms without specific teacher permission.
12. Wash your hands with soap and water after handling organisms and plants.
13. When an activity or investigation requires the use of laboratory gloves for hand protection, the gloves shall be appropriate for the hazard and worn throughout the activity.



Specific Safety Precautions Involving Chemicals and Lab Equipment

14. Do not put your nose directly over a lab substance. Instead, waft the air over the substance gently toward your nose to get a whiff of the substance.
15. Should a fire drill, lockdown, or other emergency occur during an investigation or activity, make sure you turn off all electrical equipment then immediately follow the emergency procedure.
16. Always follow the instructor's directions for cleanup of lab stations and disposal of materials.

Standards For Maintaining a Safe Laboratory Environment

17. Athletic bags, purses and all other materials are to remain in an area designated by the teacher and shall **not** be brought into the laboratory area.
18. Cell phones may be taken to workstations for the purpose of taking pictures of lab work, **not** *classmates or selfies*.
19. Work areas should be kept clean and neat at all times. Cluttered work areas are a danger.
20. Work surfaces are to be cleaned at the end of each laboratory or activity.
21. Solid chemicals, metals, matches, filter papers, broken glass, and other materials designated by the instructor are to be deposited in the proper waste containers, not in the sink.

Science Rules for Dauphin Junior High School based on those of the National Science Teachers Association

I have read the above science rules and regulations, and I agree to follow them during any science lab activity. By signing this form, I acknowledge that the science classroom laboratory can be an unsafe place to work and learn. The safety rules are designed to help prevent accidents and to ensure my own safety and the safety of my fellow students. I will follow any additional instructions given by my instructor. I understand that I should ask my instructor at any time about the rules and regulations if they are not clear to me. My failure to follow these science laboratory rules and regulations will result in disciplinary action.

_____ Student Signature & Date

_____ Parent/Guardian Signature & Date