

2020-2021 Public Safety Classroom Policies

CLASSROOM EXPECTATIONS

<i>Professionalism</i>	<i>Adaptability</i>	<i>Integrity</i>	<i>Dependability</i>
<p>Use your manners.</p> <p>Listen carefully when others are speaking.</p> <p>Let other students learn.</p> <p>Be welcoming and include others.</p> <p>Be respectful in conflicts (staff and peers).</p> <p>When visiting another class, knock and wait to be invited in.</p>	<p>Successfully transition to new activities.</p> <p>Participate actively.</p> <p>Ask questions and get help when you need it.</p> <p>Use failure as an opportunity to learn.</p> <p>Challenge yourself: Do the best that YOU can do.</p>	<p>Be honest.</p> <p>Submit your own work.</p> <p>Comply with classroom and lab rules and procedures.</p> <p>Leave when your local school is dismissed.</p> <p>Take responsibility for your actions and apologize if needed.</p> <p>Use personal technology only when instructed.</p>	<p>Come to class.</p> <p>Be on time.</p> <p>Be prepared for instruction with all necessary materials.</p> <p>Stay on task: Work for the entire time on the class that you are in.</p> <p>Complete all of your assignments and turn them in on time.</p> <p>Clean up after yourself.</p>

CLASSROOM PROCEDURES

Entering the classroom

Get any necessary materials, books, computer, and find your seat.

Tardy to class

Class starts when the bell rings or when your bus arrives. If you are a driver, you are expected to be in class when the bell rings, not when your school's bus arrives. If your bus arrives after the bell rings, you are expected to come directly to class. Arrivals after start times will result in the student being marked tardy and the loss of 5 participation/professionalism points.

Classroom/Lab Materials Needed

Take-home books should always be brought to class, as should something to write with. Appropriate clothing on PT days is expected. Failure to bring appropriate materials will result in the loss of participation/professionalism points.

Leaving during class

Students may use the restroom as needed during class, without asking. Only ONE student may be out of the room at a time, and you must use the bathroom closest to the classroom. Students must sign out and take the hall pass. If you're leaving school, you must sign out in the office.

CHAMPS Rubric

	Teacher Directed Instruction	Cooperative Groups	Independent Seatwork	Tests/Quizzes
Conversation: Can students engage in conversations with each other during this activity? If so about what? With Whom? How many students can be involved in a single conversation? How long can the conversation last?	During instruction/lecture, students are expected to be quiet.	Students are expected to limit discussion to the topic at hand, at a normal volume level, within group members.	Off topic conversations are allowed on a limited basis, as long as students generally stay on task. Questions about the assignment should be directed to the instructor only.	Students are expected to be silent until all students are finished.
Help: How do students get questions answered? How do students get your attention? If students have to wait for help, what should they do while they wait?	Students may raise their hand during lecture. During an active discussion, questions or thoughts may be blurted out, but may be reigned in if the conversation gets out of control.	During group work, it's best to send a representative for the group to the instructor, or call the instructor over to the group for a question. Raised hands may not be noticed.	Students should raise their hand if the instructor is walking around. If instructor is working on other things, students should come up to the desk and ask a question.	Students should raise their hand if the instructor is walking around. If instructor is working on other things, students should come up to the desk and ask a question.
Activity: What is the expected end product of this activity? (Note this may vary from day to day.)	Knowledge of covered material	Group project complete and ready for presentation	Assignments completed on time	Completed test/quiz

Movement: Can students get out of their seats during the activity? If yes acceptable reasons include: pencil sharpening, drink, restroom, hand in/pick up materials. Do they need permission from you?	Students may get up to use the restroom without asking, one at a time. Otherwise, students should be in their seats.	Students may get up to use the restroom without asking, one at a time. Otherwise, students should be in their seats.	Students may get up to use the restroom without asking, one at a time. Otherwise, students should be in their seats.	Students may get up to use the restroom without asking, one at a time. Otherwise, students should be in their seats.
Participation: What behaviors show that students are participating fully and responsibly? What behaviors show that a student is not participating?	Staying awake and engaged, being quiet and respectful, asking questions and participating in the discussion.	Group projects with equal participation. Presentations equally done between participants.	Minimum conversation, students working on the assignment, not playing on the internet or their phones.	Quietly working on the test, staying quiet/respectful to others after they're done.
Success/Supplies	Class will be listening/taking notes and will have books/pens out.	Projects will be finished on time using appropriate materials.	Work is getting done on paper or computers.	Students are able to focus on their tests until all are done.

Tracking daily assignments

Most assignments will be turned in on Google Classroom. Some may be done and turned in on paper. When turning in an assignment, click "turn in" or "submit," NOT "share."

Returning assignments to students

Students may keep printed assignments for review/study after grades are recorded.

Finding out grade status

Grades are posted in Powerschool as they're recorded. They are immediately updated at that time. Students can inquire about their grade during down time, work time, or before/after class.

Student responsibilities after an absence

If students are going to be absent, they must either call or send an email or Remind message BEFORE the start of class. This must be done by the student or parent, NOT by having your friend in class tell the instructor you're not coming. Failure to do this will result in the loss of 5 participation/professionalism points.

Check Google Classroom for assignments or talk to the instructor. Students will not get extra time for assignments unless they're sick for extended periods. Assignments are due when

they're due! It is your responsibility to check assignments when not in class. Missed tests will be made up in class without penalty.

Late, missing, or incomplete assignments

Assignments can be turned in a maximum of one day late. Late assignments will result in the loss of 20% of total assignment points. No credit will be given for assignments turned in more than one day late.

Communication procedures with parents and families

I am available through Remind at any time, and will make announcements to students through it. Parents can login to Remind and get these messages if desired. I will also be in contact with parents through email and posts to the class Facebook page.

Ending class

The room must be cleaned at the end of class. Chairs must be pushed in, trash cleaned up, tables cleaned, floor cleaned, and equipment put in its proper place. Class ends when the announcement dismisses your school. Students may not leave early.

Other

- Food and drinks are allowed, but will go away if they become a problem. In exchange, students will clean tables daily and will vacuum floors as needed. If I can't find volunteers to do this, food and drinks will go away. I have food and drinks available for sale in class. Everything is \$1. This money will go to class for equipment, supplies, field trips, and fun things like parties.
- Phones... leave them put away. I don't want to see them during lectures, movies, projects, or when anything else is going on. If you are done with everything, and nothing is going on, like at the end of class, you may check your phone. Same goes for playing on computers.
- Participation points. Everyone will start out with 100 points for professionalism and participation. Rule violations will result in a reduction of your total grade by 5 points per violation. No show absences, playing on your phone, profanity, and minor behavior issues are examples of things that may cost you 5 points.
- Don't get into the class supplies or personal possessions of anyone without permission.
- Book/Notes. You may use one page of handwritten notes on quizzes first semester. All quizzes and tests second semester are open book.

CONSEQUENCES FOR CLASSROOM RULE/ CODE-OF-CONDUCT VIOLATIONS

Consequences for rule violations range from a warning, loss of privileges, loss of professionalism/participation points, zeros on assignments, calls/emails home, up to referral to home schools for suspension, and removal from the MACC. Consequences for violations of the student code of conduct or other rules will be handled according to the student handbook (see Behavior Expectations and Continuum of Response charts).