

Classroom Rules & Procedures

What is Mrs. Tomm's most important rule?

Updated: 8/22/2023

MAKE SMART CHOICES!

SMART CHOICES include:

- **Being prepared for class each day** includes being on time for class, having your laptop (charged), completing class work before it is due, and bringing any other materials you need. You should also turn off your phone (& other personal electronic devices) and keep it in your bookbag)
- **Using class time wisely** - all of it - from the first minute to the last! Use your time to focus on your class work or work/interventions from another class when you have extra time.
- **Participating in class discussions and activities** by paying attention, checking your notes, and answering questions.
- **Raising your hand for permission** to ask or answer questions, to leave your seat, or to help another student.
- **Treating others with respect** by showing positive attitudes & actions towards everyone, keeping your hands off other people's property/belongings, and keeping your

NOT-SO-SMART CHOICES include:

- Listening to music, watching videos, or playing games when you should be working on class work.
- Putting up your materials and waiting for the bell to ring.
- Not having your laptop charged for the day.
- Borrowing materials without asking (or hiding them).
- Messing with another student's stuff, such as pushing buttons on their laptop.
- Calling other students names or talking about them when they are not in the class.
- Keeping your cell phone on the table or in a pocket - pants or hoody.
- Walking around the room to chat with a friend.

hands/feet to yourself. You should not gossip about other students and teachers. Most importantly, do not disrupt class and make it difficult for others to learn or hard for me to teach.

- **Being honest** by doing your own work to the best of your abilities. You should not copy answers from an online source, copy someone else's work, or allow others to copy your work. Cheating = Zero scores for all involved!

- Cheating by copying answers from another student or using other online resources during quizzes/tests.
- Distracting other students making it hard for them to stay focused and able to learn, such as making noises or talking to people at your table.
- Making it hard for your teacher to enjoy teaching!

Consequences

If you are not making smart choices, I will give you a warning to let you know you need to correct your behavior/actions. If I have to warn you again, you will fill out an excuse card. If I have to continue to warn you, you will have to serve lunch detentions and fill out more excuse cards, which will result in after-school detentions. You will also be referred to the office and phone calls or emails to parents will be made.



What else do you need to know to be a Smart Minion? Click the Minion picture to find out!

Class Prompts



If the teacher says "Class", you are to respond with "Yes" and wait quietly for the teacher to continue. You should be looking at the teacher and quiet.

NOTE: If the class doesn't respond well, the teacher will repeat the process until she has your attention.



If the teacher asks "Got It", you should show the teacher a thumbs up, thumbs down, or somewhere in the middle to show her how well you understand a concept or topic.



If I say "Hands & Eyes", you need to take your hands off your laptop, look at the teacher, and be ready to listen! No talking!

Grading Procedures

How are grades calculated?

- Grades are based on total points with all assignments worth 100 points.
- Grades will be calculated with homework counting as 50% and quizzes/tests counting 50%.
- Grades are updated weekly and can be accessed at the ALMA website using the student login information provided on the first day of school.

Where do you find your homework, quizzes, and tests for science?

- Check the **DAILY AGENDA** on for a list of activities and assignments for each day,
AND
- Go to the **CLASSWORK** tab on **GOOGLE CLASSROOM** for work to complete and turn in as well as other resources.

How do you earn good grades in science?

- **Good attendance** - Attend class every day so you don't miss what we do in class. If you do miss class, be sure to get your make-up work done on time!
- **Good participation** - Participate in ALL class discussions and activities by sharing ideas and asking questions.
- **Good effort** - Do your best on everything! If you did not earn a good grade, see if you can make corrections to help your grade. More details are in the right-hand column.

Remember - Zeroes are grade busters! One zero can cancel out several great grades on assignments or tests. Be sure to complete all assignments on time!

Grading Scale

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- Below 59 F

NOTE: Grades will be rounded. For example, 79.5% would be an 80% B-, while 79.4% would be a 79% C+.

CAUTION: NO CHEATING ZONE

All the people involved will earn a **ZERO** on that assignment, quiz, or test and be referred to the office. Remember ... It's ok to give help or hints on assignments, but it is **NOT** ok to give answers!

Corrections Policy (Half Credit Only)

Quizzes & Tests:

Corrections may be made using the form provided by the teacher IF all your notes & work has been completed. All correction forms must be turned in within five school days of the quiz/test date.

Homework:

Corrections may be allowed if sufficient effort has been shown on the first attempt, class notes and activities are completed, and the teacher feels you deserve another chance to show me what you have learned.

When should you see Mrs. Tomm for EXTRA

Late Work Policy

- If you forget to turn in an assignment on time or just don't do it at all, you will receive a **zero** for that assignment.
- You can earn full credit on a late assignment if you fill out an excuse card, complete the assignment, submit on Google Classroom, and e-mail the teacher within 5 days of the assignment's due date.

UPDATE 1/8/2024: *There will be no excuse cards for 2nd semester. Each student will have one "free" late pass. Any other late work will require an after school detention to get credit.*

Make-up Work Policy

- It is **YOUR responsibility** to complete all make-up work in the time allowed and **e-mail** the teacher when you are done. You need to go to check the **DAILY AGENDA** and **GOOGLE CLASSROOM** to see what you missed.
- You will have **2 days for each day you were absent** to make up the work assigned while you were gone.
- Any work that was due the day you were absent is due when you **RETURN TO CLASS**. You do not have extra days to turn in work that was due the day you were absent.

Bookbags/Backpacks

- Students will be able to carry book bags to classes in order to have access to their school materials (laptop & other supplies) as well as personal care items (sanitizer, etc.)
- Any bags/cases brought to class must be able to fit on or under your table and cannot be hung on your chair. They should not be in an area where people are walking - no old lady tripping hazards!



Keep backpacks
stashed to prevent old
lady trip hazards!

HELP? You should ask questions during class when you have time to work on assignments. You may make arrangements to come in before school, after school, or during study hall time. You should not wait until an assignment is due to ask for help.

Find the image below
on the **HOMEPAGE** for
HALL PASSES.



Cell Phone/Electronic Device Policy

- Your personal electronic devices – phones, tablet. – should be **OFF** during class time and **IN A BAG** – not in your pocket.
- If the teacher sees or hears the phone/tablet, you will take it to the office.
- There may be times you will be allowed to use phones, but only with permission and for school-related tasks. Ask FIRST if you need to use your phone to contact a parent!
- Smart watches may be worn as long as they are not distracting to you or other students AND you are not using them in class except to know the time. If you are using your smart watch during class, it will be considered the same as a phone and need to be taken to the office.
- *NOTE: You should not be on your phone in the hallways or sneak it into the bathroom while using a pass.*



NOTE: If your phone has to go to the office, you will need to see the principal AT THE END OF THE DAY to get your device back. Additional offenses will require your parents to get the phone and losing the privilege

to bring your phone to school!

School Laptop Policy

- Remember, the laptops are SCHOOL PROPERTY and provided for SCHOOL-RELATED use. You should not use class time to message friends, play games, watch videos, listen to music, and do other activities not related to school.
- FAILING TO FOLLOW the computer rules (listed in the school handbook) will result in the loss of laptop privileges and you will have to COMPLETE ALTERNATE ASSIGNMENTS for online/technology projects.
- If you have problems with your computer, let a teacher know and he/she will submit a request to our tech company to get it fixed. You can also check out the [HJHS Tech Zone](#) for "How To" guides for using your Chromebook and the Chrome browser.

Food/Water Policy

- You are allowed to have a water bottle (or other container) for water only (flavored water is acceptable, but not soda, energy drinks, etc.) Other beverages should be consumed at breakfast or lunch - not in the classroom.
- Get a reward from another teacher? Ask permission BEFORE you enjoy a beverage, snack, or candy.
- You are allowed to chew gum during my class AS LONG AS it doesn't cause problems - chomping, bubbles popping, find it on the floor, under the tables/seats, or anywhere else it doesn't belong.

MINION Challenge = Fun Friday

Each class will "cash in" the points they have left to enjoy a "Fun Friday" every 3 weeks (on Science Starter quiz days.)

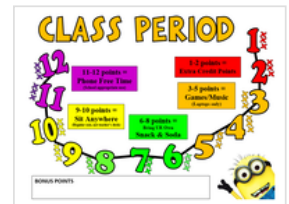
The rewards will depend on the # of points remaining on the class chart after three weeks. Each class will start with 12 minions for a 3-week period.

Your class can EARN back points you may have lost by making smart choices! Your class can also earn BONUS points for A's on tests, exceptional behavior, really smart choices, etc.

Your class will LOSE minions for not making smart choices. Some examples are wasting class time, being too loud or off task with non-class chatter, being disrespectful, and overall behavior problems that makes learning difficult.

NOTE: The three strikes will apply to homework completion, science starters, tardies, etc. Examples include:

- 3 people (or more) not completing/turning in an assignment on time will result in the loss of a point.
- 3 people (or more) not being to class on time will result in the loss of a point.
- The 3rd time (& each time after in the same period) I have to remind the class to make smart choices will also result in the loss of a point.



BONUS: At the end of the semester, the class with the most points overall (all weeks) will earn all rewards, brownies & an automatic 110% on the Science Starter quiz!

Other questions ...

Where can you find these things?

- Supply Zone - Located on the back counter area - scissors, glue, colored pencils, staplers, tape, Pencil Pot, permanent markers, rulers, calculators, etc. You'll also find earbuds in this area if you need to check out a pair for class (my room only)
- Charging Station - Check out the area by the bulletin boards for charging your laptop.
- Generic Kleenex - Look behind the paper towel dispenser near the classroom door.

Hint: it is disguised as a roll of toilet paper. If we have boxes of tissues, they will be in that area as well.

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