**Dr. Higgins’**

**CLASSROOM/LAB PROCEDURES**

***How do we start?***

Be on time and prepared to work! Go directly to your seat, take your materials out, check the board for any instructions to start your day, or wait patiently for my instructions. I’ll need a quick minute of quiet at the beginning to take attendance. If I can get through attendance quickly, we can move on to the good stuff! Attendance is taken for every period, so be here on time!

***What if I’m late?***

Don’t be late! Being successful depends on being on time. Things do happen though, so if you have to stay after in your previous class, please make sure you have a pass. You will not be admitted to the room without one.

***Where do I sit?***

Sit where you want! Just make sure you can behave with the students around you. We will frequently move around the room and get in to projects, so you won’t stay in that one seat for long. If you cannot stay quiet and on task I will move you as I see fit. In the worst cases, I will make a seating chart.

***How do we finish?***

We finish by participating in the exit task, turning in any borrowed materials, and cleaning up our work stations. All chrome books must be plugged in as well. Please put your chair up if it is the last period of the day.

***What do I do if I am finished with my work?***

Once you finish with your work, you can turn it in according to the specific directions, being either Google classroom, my desk, the work counter, etc. Once it is turned in, you can work quietly on other things until we move on as a class.

***What do I do if I am absent?***

If you’re absent, focus on feeling better! For school work, always check Google classroom. All of the assignments and class materials will be posted in there. If you cannot access the internet at home, ask me when you get back and we can make arrangements. If you know you are going to be absent coming up, please let me know ahead of time so we can work out a plan for you to successfully stay on top of things.

***What happens if I am not prepared?***

Being prepared means have all your regular materials for class. This includes pencils, pens, paper, any notes or previous work you’ve kept. If you forget something, you may borrow it from me. I’m willing to make a deal with you on my supplies in exchange for something else, like your left shoe, your phone, singing a song, or anything else I choose that day! Once you return my stuff at the end class, you can have yours back too!

***How do I borrow materials and supplies?***

There will be days that the whole class gets permission to use special supplies in the beginning instructions. Otherwise, you may borrow any special supplies you may need by asking permission. You will be expected to return them to the correct location as soon as you are finished. Larger, more expensive items (books, chrome books, tech equipment) must be signed out with me for an agreed upon amount of time. Anything borrowed must be returned, signed in, and plugged in the appropriate place.

***How do I leave the room with permission?***

Please try to take care of using the restroom and locker visits before class. If an emergency occurs, you must use your planner as a hall pass to leave the room. Please wait for an appropriate time to ask to leave; it is neither cool nor acceptable to interrupt me when I am speaking!

***How do I turn in my assignments?***

All assignments, unless otherwise explained in instructions, must be turned in to Google classroom. Make sure you pay attention to specific assignment instructions for turn in details otherwise. Anything typed must be in 12 point, Times New Roman font, double spaced. Specific instructions for citation methods will be given with each assignment, so make sure you are paying attention!

**CLASSROOM RULES**

1. RESPECT yourself, your classmates, and your environment.
2. RAISE your hand, your confidence, and your expectations.
3. FOLLOW class procedures, all directions, school policies.

**BEHAVIOR CONSEQUENCES**

Misbehaving students will be given one warning as an opportunity to correct the issue. With the second offense, I will refer you to the office. Once that happens, discipline will be up to the principal. The following examples of classroom problems may result in an office discipline referral:

● Profanity, inappropriate, obscene or abusive language toward a teacher or classmate

● Dress code violations

● Truancy, skipping class, or entering restricted areas

● Death/bomb threats

● Drug or alcohol related infractions

● Possession of tobacco products

● Public displays of affection

● Insubordination or non-compliant behavior

● Assaulting, fighting, or aggressive behavior with or directed at other students or staff

● Intimidation/Harassment/Bullying

● Property Damage/Theft

● Unacceptable use of technology (including cell phone/personal electronic devices)

**REWARDS**

Good behavior can and will be rewarded frequently with verbal praise, written recognition, positive notes to parents, or positive parent phone calls. Classes that demonstrate good behavior together will be rewarded each nine week period with a party including treats and games. Anyone sent to the office for discipline will not be allowed to participate.