**Health Sciences I & II
Classroom Rules and Procedures**

The classroom rules and procedures that are outlined below explain how I expect you to conduct yourself in class. By following these rules and procedures, you will help make our classroom an efficient, productive, and positive learning environment for everyone. The goal is to make our classroom a space in which you all have the greatest possible opportunity to learn and grow.

**Class Rules**

F – ollow the Golden Rule.

C – ome to class prepared with all material ready to work.

A – lways treat others and their personal property with respect.

H – ave a winning positive attitude.

S - Start and finish on time. Bell to Bell Instruction

**Procedures**

**Entering the classroom:**1. Enter the room quietly.
2. Gather all supplies and sharpen pencils if needed.
3. Have a seat and begin the bellwork assignment posted on the board.

**Tardies:**You are considered tardy if you are not working on the bell work activity when the schedule states it is time for your class to begin. If you are tardy you must obtain an admittance slip from the office or a written note from a teacher if you had to stay late, upon entering the class place the admittance slip or teacher note in the basket and sign the log book. The tardy policy in the student handbook will be followed. Don’t be late!

**Absences and Check out procedures:**
Review policies in your student handbook, my advice is to come to school every day and stay until it is time to go home!
 **What to do when announcements are made:**
You will stop what you are doing and listen. The announcements are important and it might be information that you will need and regret you didn’t hear if you are not paying attention.

**What to do when a visitor is in the room and/or if I receive a phone call:**You will be respectful at all times. This is not a time for you to socialize. You will stop talking and/or keep your voice low and continue to work on your assignment. You are to stay in your assigned area and not be moving around the room at your own will. If you choose not to abide by this procedure I will address this matter with you and there will be a consequence for your actions.

**Turning in Assignments:** Each class will be assigned a tray to place homework and/or class work in; the tray is located by the door. I will not accept late assignments, if it is not turned in on the due date a zero grade will be given. If you were absent on the due date the assignment must be turned in on the following school day. Signed progress reports must be turned in within one week of the date it was issued, if you were absent on the last day I will not accept it on the following school day because you had several days to take care of turning in this report prior to the last day.

**Headings on Paper:**Your papers should have the date, your name, block period, and assignment name. Papers without this information will not be graded if I cannot determine who the paper belongs to and what the assignment was. Keep your work neat, points will be deducted if sloppy work becomes a habit.

**Getting your Attention:**When I need to get your attention I will raise my hand, if I see that you cannot see that my hand is raised I will say “I need your attention” or “listen up” . At this time you will need to have your eyes on me, be quiet, be still, hands free (put things down) and listen.

**Getting my Attention:**To get my attention, raise your hand. I will get to you as soon as possible. I have other students who also need my help. Please do not blurt out my name or get out of your seat to get my attention unless it is an emergency.

**What to do in the event of a fire drill, tornado drill, or other emergency procedure:**1. Listen to your teacher.
2. Remain calm and quiet at all times.
3. Stay with your class.
4. Follow the procedures posted on the wall by the door entrance.

**Participating in Class Discussions:**It is important that we share the air with everyone (give everybody a chance to comment). I asked that if you have something to say please raise your hand and don’t blurt out. If you are called on to speak it must be something that is a part of the subject matter/unit we are discussing and not a topic that has no importance to the lesson.

**Parent Conferences:**If you are having behavior or academic problems, a parent/teacher/student conference will be held as soon as possible so that we can correct the problem. If your parent wants to set up a conference with me, he/she may call the school at 601-582-4741 or email me at jgrice@forrestcountyahs.com.

**Group Work:**You will be assigned to work in different groups throughout the year and you will be graded by a rubric as to how well you work in a group. Everyone must cooperate and voices must be kept at a low level.

**Missed Work:**When absent it is your responsibility to get the notes and or assignments from a friend or a classmate. If a handout or worksheet was given, check the basket by my desk, papers will have names on them along with the date they were issued. If a test must be made-up, please see me to arrange a time outside of class to make it up. The handbook policy will be followed for makeup work. If you fail to follow the policy as stated a zero grade will be given. **Seating :**I will allow for students to make their seating choice initially, however if at any time behavior and/or talking issues become a problem you will be moved. Only two students will be allowed to sit at a table. Once the seating arrangements have been established this is where you are to sit at all times.

**Grading:**You will receive a minimum of 3-5 grades per week. We will have a weekly quiz on medical terms or abbreviations, and unit test dates will be posted. Note: A total of 20 points will be deducted from your grade for every day an assignment is late. Other grades will come from the assignments listed below:

**Homework:**Some homework will be given but for the most part you should have enough time to complete all work during class. The amount of homework given will depend on how much we get covered in class. You will need to review your notes every night for quizzes and/or unit test. You need to develop good study habits in order to pass this class.

**Clinical:**If you are in Allied Health II you are required to keep a clinical notebook that will consist of clinical forms that must be completed during your clinical rotation. You will be creating a clinical portfolio that will include other criteria and will count as a test grade. If you miss an assigned clinical day it will be your responsibility for making up the clinical hours. You will have to visit a healthcare facility of which you make arrangements to visit, write a five page report, or watch clinical videos before or after school.

**Classwork:**Classwork will include listening during lecture, worksheets, discussion, group work, lab skills activities, computer activities, videos, etc.

**Projects:**From time to time we will be doing projects that may require some outside work; however we will do most of the work in class. Projects will be graded using a rubric and will count as a test grade.

**Notebook:**It is your responsibility to keep up with all your notes, homework, bell work, and worksheets. I suggest that you use dividers for each unit. I will expect all assignments be kept organized, neat, dated, and in chronological order. The more organized you are the easier it will be to study for your tests and quizzes.

**Computer Assignments:** I will allow only 2 students to share a computer in the event we do not have enough computers for each student. All computers must be operated correctly and internet rules must be obeyed as stated in the internet policy agreement. If chairs are moved for computer access they must be put back in place before the end of the class period. **You must use your own log in information and log off when finished!!!**

**Progress Reports, Mid Terms and Final Exam:**Progress reports will be sent out every two weeks. Four semester exams will be given and exemptions will only be given at the end of the school year if you have met the required criteria as stated in the handbook and/or your instructor.

**Grading Scale:**A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59 and below
I = Incomplete

**Cheating:**If during the course of taking a quiz/test, a student insists on talking, I will confiscate the test and the student will earn a zero. If a student is caught cheating a zero grade will be given. If a student is aiding another student in cheating (not covering answers, placing test so answers may be seen, etc.), that student will also receive a zero. If this act continues a written referral will be made to the office and parents will be notified.

**What to do when you have completed an assignment:**Create flash cards on medical terms, abbreviations, and vocabulary words, practice lab skills, work on portfolios, read chapter in your text book, play online computer games as review for quizzes and test, work on “Today’s Class” modules, This is not a time for you to socialize. There is always something to do.

**Extra Credit Work:**To be determined by your instructor.  **Failure to Bring Materials to Class:**It is very important that you bring ALL your materials to class every day. This includes paper, pencils/pens, notebook, and any other necessary materials that we may be working with. I will not be supplying notebook paper, pencils or pens.

**Textbooks:**You will be assigned a classroom textbook that will be your responsibility to take care of. This book will also be shared by other students if at any time your book is not on the shelf or if it has been damaged report it immediately. Anyone student who damages or misplaces a book will have to pay for it.

**What to do at the end of class:**
The bell does not release you, I do. I will give you plenty of time to pack up and get your homework written down if needed. I will not let you leave until everything is put back in place, trash is picked up and everything is clean and in order for the next class.

**Bathroom Procedures:**1. Go to the bathroom before you come to class!!!
2. You must ask to go to the bathroom as long as I am not talking. I may or may not permit you to go.
3. You must sign out on log book and take a hall pass. (Only one person is allowed to leave at a time.)
4. Go and come back quickly and quietly. Don’t forget to sign back in.

 **Cell Phones:**The use of cell phones, talking or text messaging, is prohibited on the school campus during school hours. If I see your cell phone I will follow the handbook policy.

**Uniform:**Clothing must be worn as stated in the student handbook.

**Bullying:**Any form of bullying will not be tolerated this includes cyber bullying. If anyone is caught or suspected of bullying they will be reported immediately to the office.

**SAFETY RULES**

1. Inform the instructor immediately if there is an accident, injury, chemical spill, or any emergency situation.
2. Keep all water, soap, or other spills cleaned up immediately.
3. Wear proper PPE at all times.
4. Keep all walk ways in the classroom free and clear of objects that may cause a fall or other accidents to occur.
5. Learn the tornado and fire drill procedures.
6. Locate and properly use the fire extinguisher and alarm only when needed.
7. Do not practice skills or procedures on any student without their permission and the instructor’s.
8. The lab area is not a playground. Anyone caught horse playing, clowning, or acting careless will be subject to disciplinary actions.
9. Keep your hands and your feet to yourself.

**EQUIPMENT RULES**

1. Keep work area clean at all times.
2. Take care of the equipment

(No banging, jumping, or mishandling).

1. Do not place foreign objects in any equipment that it is not designed for.
2. Turn power off before adjusting or cleaning machinery/equipment.
3. Report equipment malfunctions to your instructor immediately.
4. Operate equipment properly. If you do not know how, ask instructor for assistance.
5. Keep food or liquids away from equipment.
6. Make sure all equipment is clean and stored properly after using.

**Computer Rules**

1. Abide by the school internet policy.
2. Listen to instructions before beginning your work.
3. Save your work often.
4. Do not share personal information without permission from a parent or teacher.
5. Do not insert outside CDs, DVDs, MP3 players, or I-Pods.
6. Log in with your username and password; always log out when you are not using the computer.
7. Do not misuse or handle computer equipment in anyway.
8. Absolutely no food or liquids are allowed at the computer.

**NOTE:** This information is posted throughout the classroom as a reminder to you. Anyone not abiding by these rules the discipline plan will be initiated and/or an immediate write up depending on the severity of your actions.

**Consequences:** 1st Offense – Teacher warning is given.
2nd Offense – Parent contact.

3rd Offense – Written referral to the office.

NOTE: Depending on the severity of the action, you may go directly to the office.

**Rewards:**1. Verbal praise2. Phone call or note to parent regarding good behavior.
3. Participate in class reward activity.
4. Time to work on other classroom activities.

**Health Sciences**

**Classroom Rules and Procedures Contract**

**STUDENT**: I HAVE READ THE HEALTH SCIENCES CLASSROOM RULES AND PROCEDURES, SAFETY RULES, and the COMPUTER and EQUIPMENT RULES. I UNDERSTAND THEM AND I WILL OBEY THEM WHILE IN THE CLASSROOM OR ANY OTHER SETTING WITH MRS. GRICE.

STUDENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT**: MY CHILD HAS GIVEN ME THE HEALTH SCIENCES CLASSROOM RULES AND PROCEDURES AND HAS DISCUSSED THEM WITH ME. I UNDERSTAND AND WILL SUPPORT THEM.

PARENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_