

School of Engineering and Biomedical Science Classroom Policies and Procedures

General Classroom Expectations

- ✓ We will respect each other at all times
- ✓ It is the teacher's job to teach; it is the student's responsibility to learn
- ✓ Grades are earned, not given. Students' maximum effort is the largest factor for success.
- ✓ Where fun learning activities are concerned, class behavior is the deciding factor.
- ✓ The noise level will be appropriate to the type of activity in the classroom.
- ✓ Any student whose behavior is a disruption to the learning environment may be excluded from activities and/or asked to leave the classroom.
- ✓ It is the student's responsibility to clean his/her work area and to police the area of others.
- ✓ The student will follow safety procedures and guidelines at all times.
- ✓ All textbooks will have the student's name inside and be covered at all times.
- ✓ Backpacks and/or computer cases are not allowed in the classroom.
- ✓ Students will clearly label their personal property (disks, books, calculators) with their name. If unlabeled items are lost, they become the property of the school.
- ✓ Computer time provided will be used only for activities specific to the class or those activities that have been pre-approved by the teacher.

Class Preparedness

- ✓ Students **MUST** come to class fully prepared to be an active participant.
- ✓ Assignments must be ready for submission when called for including the students name, etc. that is clear and legible. Anything missing these items will not be graded.
- ✓ Anything not brought to class on the due date will not be awarded full credit; this includes assignments that must be printed. Printing must occur before the class in which it is due.
- ✓ Electronically submitted assignments are considered late if uploaded past the time due.

Websites, Materials, and Resources

- ✓ Students are required to have a textbook (physical or online), a 3 ring binder, loose leaf paper, pencils, digital media, headphones, and a calculator.
- ✓ Students in the PLTW engineering classes must also have an engineer's notebook and a portfolio binder.
- ✓ Students in the PLTW biomedical classes must also have a bound, carbon copy laboratory notebook, a portfolio binder, and a lab coat or cover-up of some kind.
- ✓ Students must bring all materials, including laptops, to class every day unless otherwise instructed. Habitual disregard for this will result in the loss of points and disciplinary action.
- ✓ Class websites can be found by logging in at <http://sebs-moodle.district70.org>
- ✓ Any item posted on the class website is designed for online viewing. When students need a hard copy of assignments and/or resources, these will be provided. At no time are students to print anything from the class website at school. Students may choose to print any of the website items **at home**.
- ✓ Online textbooks are available at www.pearsonsuccessnet.com and/or <http://www.classzone.com/ca/index.htm> using a user name and password established during the first days of class.

- ✓ Students are required to know their PowerSchool credentials and to check their own grades on a regular basis; parents are encouraged to do the same.

Class Assignments and Notebook

- ✓ It is the responsibility of the student to retain all handouts in his/her class binder. At no time will students be given a replacement for a lost classroom materials etc.
- ✓ To receive any credit for a lab assignment or activity, each student must actively participate in the lab AND complete any written and/or mathematical assignment that accompanies it.

Grading, Absent/ Late Work

- ✓ NIGHTLY ASSIGNMENT: Every day, students are assigned the task of reviewing all of the class notes for the unit under study including those taken that day.
- ✓ The grading scale is a traditional 90, 80, 70, 60 scale
- ✓ Students are often asked to grade their own work; honesty and integrity are expected.
- ✓ Any incidence of cheating will result in a zero for all parties involved.
- ✓ It is the student's responsibility to collect any work missed while absent.
- ✓ The [SEBS Late Work Policy](#) (Oct. 2005 rev.) will be strictly adhered to.

Discipline

- ✓ Repeated offenses of any type will increase the level of discipline. It can be as mild as a reminder or as severe as expulsion.
- ✓ The following are grounds for disciplinary action:
 - Food, gum or drink in the classroom (unless part of the learning activity)
 - Housekeeping issues
 - Sleeping
 - Horseplay
 - Inappropriate Language
 - Disrespectful behavior
 - Disruptive behavior
 - Failure to be prepared
 - Off task behavior
 - Usage of cell phones
 - Failure to adhere to any of the above

All SEBS and D70 policies outlined in the student handbook also apply.

I have read and understand the policies for Mrs. Walter's classes, as well as those for the School of Engineering and Biomedical Science and Pueblo School District 70.

Print Student Name

Print Parent Name

Student Signature

Date

Parent Signature

Date