**Mrs. Susan Harris Class procedures**   **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Entering the** 1. Pick up any handouts for the day on the counter on the way in!

 **classroom**: 2. Sharpen pencil if needed, the sharpener is on the lab bench as you enter.

3. Sit in assigned seat **before** the bell rings. Check books on desk, report missing ones.

4. Read the board to determine the day’s assignment/**update your table of contents**

5. **Please hold all questions until after roll has been taken**.

2. **Tardiness**: 1. You are considered tardy, if not in your seat **when the bell rings**.

2. 1st tardy is marked but forgiven, 2nd tardy= 30 min detention after school or during

 lunch and additional tardiness can result in attendance problems

 3. **Leaving class:** 1. Please remain in your seat until the **teacher** dismisses you. Don’t line up at the door!!!

2. Place text books in a pile in the center of the desk. Check numbers, report missing ones

3. Listen for last minute instructions prior to dismissal and write them in your planner!

4. Remove all trash and push your chair under the desk.

4. **Questions:** 1. Please **wait until roll has been taken to ask any questions**.

 2. When the teacher asks a question, think of an answer in your mind and then wait until . the teacher asks for volunteers before raising your hand

5. **When you** 1. **Check Edmodo**, the board and the table of contents for the assignments.

 **are absent**: 2. Check your grades on the portal for missing assignments!

3. Ask the teacher before or after class or during lunch if you need help.

 You may e-mail me from home during your absence! harriasusan@leonschools.net

4. Assignment’s due dates are based on the number of days of your absence.

5. Tests will be taken the day you return, if you are absent on the test day **only**. If you

 miss several days prior to a test, you need to see me to arrange a makeup test date.

 Unexcused absences are not allowed to make up work!

6. **Notebooks:** 1. All students are required to keep a three ring notebook for class.

2. A table of contents must be kept in the front of the notebook and turned in with it.

3. The table of contents will be kept on the front board. **Update yours daily.**

4. Notebooks are usually collected the day of the unit test.

5. Please put all pages in order behind the table of contents. When due, staple the pages . together and turn in only the pages. Make sure your name is on the front page

7. **Class work**: 1. Please do your own work and do not copy or allow others to copy your work.

2. If you are caught copying/allowing copying you will be given a zero.

8. **Graphs:** 1. Make all graphs on **graph paper**, include a title, label the x and y axis, include units, use a

 key if needed and make it neat and easy to read. “Dry Mix” Dependent responding is on the Y and Manipulated independent is on the X!

9. **Portal:** 1. From the Chiles website, click on Portal. You may check your class progress and look for missing assignments. Do this on a regular basis so you know missing assignments and your progress. Also check your attendance and let me know immediately if you feel there is a mistake!

10. **Labs:** 1. Prepare for the lab by reading the procedure and writing the required parts

2. Follow all safety procedures and clean your work area

 11. **Cell Phones: School policy does not permit the use of cell phones in the classrooms this includes texting! Please keep your phones off and put away during class. Use of a phone during a test is considered a form of cheating and will result in a zero for the test.**

 Student Science Laboratory Safety Contract

I agree to:

1. Act responsibly at all times in the laboratory.
2. Follow all instructions given, orally or in writing, by my teacher.
3. Perform only those activities assigned and approved by my teacher.
4. Protect my eyes, face, hands, and body by wearing proper clothing and using protective equipment provided by my school.
5. Clean my area and replace any used materials
6. Know the location of safety and first aid equipment in the laboratory.
7. Notify my teacher immediately of an emergency or broken materials
8. NEVER work alone in the laboratory.
9. NEVER eat or drink in the laboratory unless instructed to do so by my teacher.
10. Handle living organisms or preserved specimens only when authorized by my teacher and then, with respect. NEVER enter or work in a supply area unless instructed to do so and supervised by my teacher.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [print student name] have read each of the statements in the Student Science Laboratory Safety Contract and understand these safety rules. I agree to abide by the safety regulations and any additional written or verbal instructions provided by the school district or my teacher. I further agree to follow all other written and verbal instructions given in class. I have read and have a copy of the class syllabus and class procedures and agree to follow the procedures.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

If sent via email, the printed name will serve as an electronic signature

A copy of the procedures and the syllabus can be found on my web page which is linked to my name on the school web site or http://sharepoint.chiles.leon.k12.fl.us/harrissusan

Email is the very best way to contact me: harrissusan@leonschools.net

Please do not leave a message on the phones, if you wish to talk with me, e-mail me and leave a phone number and I will call you during my conference period.

Please keep this copy of the lab safety, syllabus and the class procedures in your notebook and return the Student information sheet with the signatures as soon as possible. Returning these items on time will be a homework grade.

We will be using EDMODO this year for assignments and some quizzes. Please sign up immediately for a student account in your class. Parents can be given a code after the student signs up so that they can also see assignments.

The log in code for your class is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Edmodo:** [**www.leon.edmodo.com/harrissusan**](http://www.leon.edmodo.com/harrissusan)

Thank you!

Susan Harris

**SCIENCE 2015-16**

Mrs. Susan Harris

Student Information Sheet

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone numbers mom\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dad\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mom’s e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dad’s e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Best contact time and number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [print student name] have read each of the statements in the Student Science Laboratory Safety Contract and class procedures and understand these safety rules. I agree to abide by the safety regulations and any additional written or verbal instructions provided by the school district or my teacher. I further agree to follow all other written and verbal instructions given in class. I have read and have a copy of the class syllabus and class procedures and agree to follow the procedures.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge that my child/ward has signed this contract in good faith and that I have read the **class procedures/lab safety** and **syllabus for science**.

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Comments/ concerns/special allergies

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please put any information about your interests/extra activities on the back of this form

Teacher’s log of contacts

|  |  |  |
| --- | --- | --- |
| Date |  |  |
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|  |  |  |
|  |  |  |

PLEASE RETURN THIS COMPLETED FORM TO MRS. S. HARRIS ROOM 9 102 BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_