

# THE VILLAGES HIGH SCHOOL

MANAGING THE CLASSROOM ENVIRONMENT 2018-2019

AP BIOLOGY AND BIOLOGY HONORS, MS. COCHRAN DIRKSEN

## I. BEHAVIOR STANDARDS

This classroom is a workplace, a learning environment, the goal is to create a place and atmosphere where you, your fellow students, and I can work and learn together. Every individual student shares in the responsibility for maintaining a climate where everyone's work and efforts are respected, supported, and encouraged, and where everyone respects the need to concentrate in order to create quality work and meet high standards.

As students in our learning community, you are expected to:

- 1. Help create a courteous, cooperative atmosphere where everyone can concentrate on his/her work.*
- 2. Take responsibility in making decisions regarding your work.*
- 3. Keep your mind focused on your work and work hard all the time.*
- 4. Be polite, courteous, and considerate of one another and one another's space at all times.*
- 5. Support, encourage, and assist your fellow students in their learning.*
- 6. Come to class on time every day and be prepared to participate actively.*
- 7. Use behavior and language at all times that is appropriate to school.*
- 8. Talk in a respectful, conversational tone and listen courteously when other students are talking or when the teacher is addressing the class or asking questions.*
- 9. Respect the speaker, whether it is the teacher, another staff member, or another student. Do not talk while another person is addressing the class.*
- 10. Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.*
- 11. Do not eat in the classroom. Drink only water, but never at the lab benchtop on lab days.*
- 12. Turn off, or silence your electronic devices before coming to class and put them away in your backpack.*
- 13. Comply with VHS dress code policy.*
- 14. Comply with all district and school expectations and regulations.*

## II. CLASS PROCEDURES

While every day can vary some in terms of agenda, the following is a summary of some of the procedures this class will routinely follow:

1. Entering the classroom: You are to enter the classroom quietly and be in your seat when the bell rings and ready for the bellringers on Skyward. Pick up any handouts from the handout tray and look to Google Classroom to review Learning Goals and Activities.

- Place your belongings so that the aisles are clear of obstructions. Take out any materials that you may need during class. Take all electronic devices out of your pocket and put them in your backpack or purse (turned off or on silent). Also, please be aware that if a phone is visible at any time during an exam, you will receive a zero on that exam, also true for bellringers.
- Lab stations, desktops, and work areas are to be kept clean at all times. It is your responsibility to clean your table. The lab table (including drawers, sinks, and cabinets) are the responsibility of each student using the table. Students who leave their stations in an inappropriate condition will be assigned additional lab duty before or after school. Sinks are not trash cans and faucets are not toys.
- Always wash your hands after ANY lab activity. Be aware of all safety procedures and emergency stations. **DO NOT USE HAND SANITIZERS DURING LAB ACTIVITIES** – due to possible interactions and fire hazards.
- **Students must wear closed shoes (preferably sneakers) on lab days. NO sandals or open shoes of any kind and long hair must be pulled back.**
- **All students are required to wear safety goggles during laboratory activities.**

2. **Bellringer:** Every class will begin with a bellringer. As soon as the bell rings to signal the start of class, look to Skyward to find the bellringer which will be set to open when the bell rings. Bellringers will count for 10 points in every class period, and are only open for a five minute window.

3. **Restroom/Water Fountain Use:** Please use them **between** classes. Students who chronically require restroom breaks miss valuable teaching time, if it becomes excessive it may be a discipline issue and the parent will be contacted.

4. Leaving the classroom: Do not pack-up or leave your seat until I dismiss the class. Always, make sure to ask the instructor if you must leave the room. Please, refrain from walking into the room, putting down your things, and then returning after the bell rings, you will be considered tardy and will lose your bellringer points for that day.

5. Absences & Make-up Work: The VHS Student Handbook policy states- Make-up work must be submitted within three (3) days of return to school; however, if an assignment has a previously determined due date, that date must be observed, unless arrangements are made with the assigning teacher.

To find out what you missed, follow these instructions: 1. Look on Google Classroom to see what we did on the day you were absent. There you will find a description of what we did in class while you were absent, and often the description will include a link to a file, or online assignment. 2. If after completing Step 1, you still have questions and/or doubts, feel free to speak with me before or after school, **not during instructional class time**. 3. Please, email me with any questions! This way you and I both have a reminder, and a record, that you have a question that needs resolution. It is also the best way to ensure that I won't forget your question. I promise that I will take no longer than 24 hours to respond to you (or a parent), often it will take much less time.

Please watch your Netiquette! See the About tab in Google Classroom to read about my online expectations of you.

6. Make-Up Tests: If you are absent for a quiz or a test, come prepared to take it upon your return to school. **Prepare to take a different version of the test. It is your responsibility to contact me in order to make up a test. Also, papers and projects that were assigned prior to your absence, or assigned on-line, will be due on the day of your return.**

7. Tardies and Late Arrivals: If you arrive tardy to school after the bell rings, you should report to the front office for an admit slip. Your admit slip will show if the tardy is/is not excused:

How many tardies can I have and does it affect my grade? VHS Student handbook-

Each classroom teacher will monitor unexcused student tardiness/early check-outs from the 1<sup>st</sup> through the 9<sup>th</sup> occurrence (per semester) and assign appropriate and natural consequences that may include, but are not limited to, forfeit of daily bell ringer points, after-school detention, removal of points for class participation, and parent contact. On the 10<sup>th</sup> occurrence of an unexcused tardy, the teacher will submit a referral to Administration for further consequences which may include suspension.

## *SCHOOL WIDE VHS BEHAVIOR MANAGEMENT PLAN*

### *VHS CLASSROOM BEHAVIOR PLAN: (Level 1 Infractions)*

*Teachers in the classroom will incorporate the following Classroom Behavior Management Plan Steps: when students choose to disregard classroom/school rules, disrupt the learning environment, or any other LEVEL 1 Infraction, such as cell phones, headphones, dress code , food/gum/candy/beverage, inappropriate display of affection, refusal to work, etc.*

**INTERVENTION STEPS:** Clarify this is not daily; this cumulative for semester

1. Private conference with the student - WARNING
2. Private conference with the student - WARNING - next step will result in parent contact
3. Parent Contact - warning that the next occurrence will result in an assigned after-school detention
4. Parent contact and After-School Detention. Room 220 - 2:45-3:25  
 \*\*Detentions will not be rescheduled, unless a parent/guardian calls, provides written documentation, or if a student is absent on the day of detention. A missed detention will result in a Saturday School\*\*
5. Parent contact and DISCIPLINE REFERRAL - see progression plan below.

|                          |                                                                         |
|--------------------------|-------------------------------------------------------------------------|
| 1 <sup>st</sup> Referral | Documentation of referral on behavior record and After School Detention |
| 2 <sup>nd</sup> Referral | Saturday School                                                         |
| 3 <sup>rd</sup> Referral | ISS - In School Suspension                                              |
| 4 <sup>th</sup> Referral | ISS - In School Suspension                                              |
| 5 <sup>th</sup> Referral | Out of School Suspension (OSS) Behavior Contract & Parent meeting       |

\* A student that breaks the behavior contract will face possible dismissal from VHS.

**STUDENT'S THAT MISS SATURDAY SCHOOL WILL BE PLACED IN IN SCHOOL SUSPENSION (ISS) THE FOLLOWING WEEK.**

**ALL REFERRALS ARE CUMULATIVE DURING THE SEMESTER WITH THE EXCEPTION OF THOSE WRITTEN FOR TARDIES AND THOSE REFERRALS WILL BE ADDRESSED ACCORDINGLY.**

Any referral written for Level 2-3-4 Infractions will result in Saturday, ISS, OSS, or possible dismissal.

## CONTACT INFORMATION

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### PLEASE SIGN THIS DOCUMENT WHERE INDICATED BELOW AND RETURN IT TO THE TEACHER AS INSTRUCTED.

My child and I have reviewed (found on your students Google Classroom link) the 2018-2019 Classroom Management Plan for Ms. Dirksen's class and understand the behavior standards, class procedures, and disciplinary consequences that will be applied in her classroom.

Date:

Student Name: (Please Print)

Student Signature:

Parents Name: (Please Print)

Parents Signature: