

Summary of Classroom Rules (posted in classroom)

- Listen and follow directions.
- Respect yourself, the teacher & others with your words and actions.
- Keep your hands, feet, and objects to yourself.
- Do not curse or use bad language.
- Be prepared for class each day.
- Raise your hand during lessons.
- Do your own work. Cheating or plagiarism is never allowed. Use AI only as a helpful tool, not to do your assignments for you!
- If you start to fall asleep during class, stand up, stretch, and return to your seat.
- Do not leave the classroom without permission.
- Conduct all labs safely at all times and use PPE during every lab.
- Do not touch/use lab equipment without permission.
- Put all lab equipment/materials away according to the teacher's direction after the lab is complete.
- Do not play-fight or roughhouse.
- Do not bring food, gum, or drinks to class on lab days.
- Clean up your mess and push in/put up your chair before leaving class.
- Keep bags, backpacks, and school supplies under your chairs and out of the walkways.
- Cell phones are not permitted and will be confiscated with no warning.
- Earbuds are only allowed with teacher permission during independent work.
- Smoking/Vaping in class is not allowed and students will be immediately escorted to an AP or SRO if suspected or caught.

****Rules may be added or changed at a later time.**

The rules and consequences of my classroom are intended to keep the classroom environment safe, orderly, and productive. Please respect the rules so that we can maximize learning time together. The rules are not hard to follow, nor are any of them “out of the ordinary.” They are simply expected behaviors for high school students in this classroom. If you have any questions about any of these rules, or why they are in place, you have the right to find out – please ask me as soon as possible. There should never be a rule that does not have a purpose!

Thank you for your cooperation!

CLASS RULES

- **Respect yourself, the teacher & others**
 - Show respect for the teacher, yourself and others at all times.
 - Respect others' property. Avoid touching or writing on anything that does not belong to you (including desks, textbooks, teacher's belongings, walls, markerboard, etc.). Don't expect that others will clean up your messes. Please pick up after yourself.
 - Respect yourself and the rest of us by using appropriate language and following the school dress code.
 - Be a kind person. If you can't be kind then keep it to yourself. Just because you can say it doesn't mean you should.
- **Put forth your best effort at all times**
 - Always do your own best work.
 - Put learning ahead of just getting a grade.
 - Put quality ahead of just getting it done.

- **Be prepared for class each day**
 - Come prepared with all materials necessary:
 - An organized class binder containing all necessary materials and handouts
 - Loose Leaf paper, pens, and pencils
 - Highlighters for underlining important elements in note taking and for emphasizing important text
 - A charged Chromebook and your charger
 - A calculator is recommended
 - A planner is suggested to help keep you organized - the most successful students are organized.

- **Follow directions when given**
 - When directions are given, do your best to follow them the first time. If you are confused or have questions, ask. I would rather have you ask questions to clarify than be off task while everyone else is working.
 - Raise your hand during lessons. Please do not interrupt to ask to go to the bathroom, go to the nurse, provide an unsolicited comment, or tell another student to be quiet. See me after the lesson please.

- **Pay attention, participate and ask questions**
 - Engage in what is going on in the classroom. If you have a question, ask it! Otherwise, I might not know until the test that you did not understand something. There are no stupid questions, and chances are, if you are wondering about it, someone else in the class is too.
 - Be proactive about your learning and don't be afraid to ask for help. If you feel most comfortable waiting until after class, that is okay, too, but do keep communication open between us.

- **Preserve a positive learning environment**
 - Student actions that interfere with teaching or learning in the classroom will NOT be tolerated.
 - Use class time to learn science. Please do not spend your time grooming, sleeping, talking, writing notes, playing games on your chromebook, listening to music, text-messaging friends, or doing work for other classes.
 - Minimize classroom interruptions by arriving at class on time and not leaving the classroom during the period.

- **Take responsibility for your actions**
 - If you are confronted about a rule infraction, own up to it. Don't deny it, lie about it, or blame someone else.
 - Take responsibility for missed assignments.
 - All student handbook rules will be enforced. Please read your handbook. Students that choose to break these rules, choose to have daily points (2) taken away, and face the possibility of additional consequences.

- **Turn off cell phones & personal communication devices (BOE Policy 6.312)**
 - Electronic devices other than your Chromebook are NOT permitted in my classroom.
 - Cell phones/Personal Communication Devices (i.e. watches) should be turned off and placed in your bag. If I see or hear it it will be taken away and/or given to an administrator.
 - **1st Offense:** *Device is collected by the teacher and kept secure until the end of the class period. *The offense is documented.
 - **2nd Offense:** *Device is collected & the offense is documented. *Parent is notified and must pick up device from office.
 - **3rd Offense:** *Device is collected & the offense is documented. *Parent is notified and must pick up device from office. *Student is assigned to either 2 days of ASD (After School Detention), 1 day of ISS (In School Suspension) or 1 week of lunch detention.
 - **4th & + Offense:** *Device is collected & the offense is documented. *Parent is notified and must pick up device from office. Device is not allowed back on campus. *Student serves 2 days of ISS. *Student may be suspended or lose driving privileges as determined by the administration.

- **No food or drink during lab activities**
 - You may eat and drink in the classroom. If a spill occurs, please clean it up immediately and inform the teacher.
 - No food or beverage is permitted during labs. It must all be put away in backpacks to reduce contamination/spills.

- **Arrive to class on time & ready to learn**
 - When the bell rings, you need to be sitting in your assigned seat. Do not sit in anyone else's seat or empty seats. If you have a valid reason for wanting to move then see me after class.
 - You should immediately begin the bellwork activity or study if it is a test day.
 - Be "physically" and "mentally" present in the classroom. If you are struggling with this please speak to me as soon as possible. I cannot help you if you do not communicate with me.

- **Never line up at the door before dismissal**
 - Please remain in your seat until I have dismissed you. Never line up at the door before dismissal. Remember, I dismiss you, not the bell.

- **Do not cheat, plagiarize, or copy work**
 - Cheating is completely unacceptable. If I see you cheating on any assignment... even for another class... I will give you a zero on my assignment and report the incident to the other teacher as well as your assistant principal and parents.
 - Plagiarism (copying work from another source without giving proper credit) is completely unacceptable. If you plagiarize on any assignment you will earn a "0" on that assignment with no opportunity to re-do the work for credit.

- **Use AI Resources responsibly.**
 - Use Artificial Intelligence As a Helper, Not a Replacement: Think of AI as a reliable assistant. It can boost your output, but should never compromise your own insights and creativity.
 - Fact-Check: Just because an AI spits out information, doesn't mean it's always spot on. Always verify and ensure you're using credible sources.
 - Give Credit: If you borrow ideas or content from AI, be upfront about it. Transparency is key, and acknowledging sources helps maintain respect for everyone's work.
 - Stay Updated: AI is changing fast. Keep yourself in the loop about new developments and ethical considerations to ensure you're using these tools responsibly.

- **Use polite and appropriate language**
 - Offensive, derogatory, and profane terms are not tolerated. In order to have a safe classroom environment where all students feel comfortable, no put downs, swear words, or slang words with demeaning connotations will be accepted.
Remember, if you don't have something nice to say, don't say it at all!

- **Do your best work & turn it in on time**
 - Remember that the work that you turn-in is a reflection of your effort on the assignment. Think about the following expectations when you are preparing an assignment that I will review:
 - Put your name on all paper assignments. Check the missing name papers hanging on the board each day for work that may be yours. DO NOT claim someone else's unnamed work as your own!
 - **Write your full name, period, and folder number on all assignments. Do not use a signature for your name. If I can't read it I can't give you the credit for the work you have done.**
 - All work must be neatly done and legible in order to receive credit. If you are a messy writer please try to slow down and write neater. If you are a tiny writer please write bigger so that I can read it. Remember: If I can't read it I can't give you the credit for the work you have done.

- **Pick up after yourself before you leave**
 - Take all of your belongings, pick up any scrap papers around you, and put your desk back in line before you leave each day. 4th Block will pick up all chairs and put them on the desks. 1st Block will take all chairs down in the morning.

CLASS CONSEQUENCES

1. **Verbal warning**
2. **Teacher/Student conference after class (less than 30 seconds) and Call/Email home**
3. **Referral to assistant principal**

*Note: Serious offenses can, at the teacher's discretion, result in more severe consequences regardless of previous steps taken. Any infraction of the rules may affect your learning. It can also be cause for further action at the teacher's discretion.

MRS. CRUZE'S CLASSROOM RULES, POLICIES, AND PROCEDURES STUDENT
ACKNOWLEDGEMENT FORM

I, _____, was given access to a copy of Mrs.
Cruze's Classroom Rules, Policies, and Procedures for the _____ school year.
I acknowledge that I have read and reviewed them. Further, I take full responsibility to learn,
understand, and abide by them. I also understand that Mrs. Cruze will give me ample
opportunity to learn these classroom rules, policies, and procedures over the next few weeks
and that Mrs. Cruze reserves the right to change any of these rules, policies, and procedures as
she deems appropriate.

Student Signature _____

Date: _____