

Reference Section

Contact Information

Mr. Jeffrey L. Baughman II	E mail: jeffreybaughman@mooreschools.com
Westmoore High School	(E mail is the best way to contact me)
Room 170	<ul style="list-style-type: none">• Mr. Baughman has duty on Wednesday in the PM
Planning period 3 RD HOUR	<ul style="list-style-type: none">• Faculty Meetings are usually on Tuesdays after school

WHAT DO I NEED FOR THIS CLASS?

See the Syllabus for your class.

WHAT ARE THE RULES FOR THIS CLASS? WHAT IS THE "DISCIPLINE PLAN"?

1. **Be Prepared** – Bring your pencil, school planner, student ID, textbook, and science folder to class EVERYDAY.
2. **Be on Time** – Be seated in you assigned seat and working on the bell work or assigned activity when the bell rings.
3. **Be Respectful** – I will treat you with respect, so you will know how to treat me. Feel free to do anything that does not cause a problem for anyone or anything else. Look at me when I am speaking, with your hands on the desk.
4. **Be Neat** – Leave the room, your table, and the lab area cleaner than you found it. Do not leave books, binders, or bags behind. This classroom is NOT your locker.
5. **Be Responsible** - Follow directions the first time they are given. Additionally, observe all rules in the student handbook.

These rules can be simplified into two statements:

**DO WHAT IS RIGHT.
DO NO OTHERS HARM.**

THE DISCIPLINE PLAN

- If you choose to cause a problem or break a rule, I will ask you to solve it.
- If you cannot solve the problem, or choose not to, I will do something.
- What I will do will depend on the special person, and the special situation.
 - These items include but are not limited to: completion of a behavior contract, verbal/written warning, detention, parent contact, or office referral.
- If you feel something is unfair, it will be discussed in a manor that does not interfere with classroom instruction.

WHAT ARE SOME OF THE COMMON PROCEDURES FOR THIS CLASS?

Entering the Classroom (Lots of stuff to do at the start of class, but that is because we have a lot to cover!)

Short Answer: Make sure you have all your stuff for my class; Come on into class (or wait at the door and then come on in) so you don't annoy anyone (including me); Turn in/ Pick up papers (if needed); Put your electronic device in the pockets; Go to your assigned seat to get ready for the day's activities.

Long Answer: You are to enter the classroom without screaming, running or otherwise causing a ruckus. Students who do not do this will be asked to leave the room and reenter as expected. It is expected that as soon as you enter you first go to the side table and pickup any handouts or hand in homework in the appropriate tray if instructed. You should then get anything you need around the room (grade check, pencil sharpening, tissue, etc.). You can also use this time to briefly speak with me or make an appointment to make-up a test or get extra help if I am not busy. More of the "Long Answer" below...

Red Zones

There are certain areas that are marked off with red/ "special" tape (The RED ZONES). These areas are for TEACHER USE ONLY. DO not cut through these areas. You are only allowed in these areas if the teacher gives you permission. Please do not touch the items on desks or tables in these areas as well.

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Preparation

You must be responsible enough to come to class prepared each day. The materials you need to bring daily are your binder, notebooks (depending on your class: a 3-subject spiral and/or composition notebooks), pencil, and paper.

Picking up Materials for the Day

Any handouts that you will need on a given day will be found in the tray, on the middle table marked "Pick Up Papers". If the tray or sign isn't there, you don't need to pick up anything, just head to your seat.

Handing In Homework

If there is an assignment that you need to hand in, place it in the doghouse, "FIDO" will be there to eat it/ take it from you. If he is not out, keep the assignment. Make sure you have the proper heading on your paper because you could receive a zero! You must have your first and last name, date, hour, roster number, and title of the assignment in the upper right-hand corner of the paper (or in the designated spot on the paper).

Tardy Policy

If you are not in your seat when the bell rings, you are tardy. DO NOT come into the room during the passing period to drop off your stuff and tell me you are running an errand or going to the restroom and will be right back. That does NOT give you an excused tardy. Remember the school policy states that if you are tardy two times, that equals one absence. In addition, since I must take attendance during the first five minutes of class, if you are tardy by more than five minutes, you will be recorded as absent. Note that 10 ½ absences in one semester will result in NO CREDIT for the class.

Leaving the Classroom

The bell does not dismiss the class, I do. Do not pack up until I dismiss the class. Do not leave your seats until I dismiss the class. "People who pack fast shall leave last."

Dismissal from class

I will check to see if the room is left in a condition to which I am satisfied. If it is, I will dismiss the row of the day. Go get your phone and head back to your seat. Disruptive behavior can result in a row or individuals from the row losing their weekly line up privilege.

Coming to Attention

I know that people finish tasks at different times. However, there will be times where I need your attention regardless of where you are in the current task. I will ring a bell, count down from five to one, and then ring it again. During this time, you need to wrap up your conversation, stop talking, and look up at me. People that cannot follow this directive may be staying after class or assigned lunch detention.

Absences

The short answer is "SEE THE STUDENT INFORMATION CENTER of KNOWLEDGE (S.I.C.K.)" and check with another student. For the long answer, here you go! On the day you return from an absence; you should arrive early to class. The first thing to do is check with a fellow student to see what we did. Then, go to the (S.I.C.K.) that contains the previously passed out work. There may be a logbook or a calendar of the previous day's events back there so you can catch up. If there are any questions beyond that, speak with me before class begins, after class, or before or after school. I will not stop class to get you caught up unless there is time available.

Extra Handouts

If you need a handout, because you were absent or just lost your first one, just remember "SEE THE STUDENT INFORMATION CENTER of KNOWLEDGE (S.I.C.K.)" Any extras will be filed by the day that they were passed out in class. After all handouts are gone, you will need to go my webpage to print the items you need.

Make-Up Tests

If you are absent for a test day, plan on taking it when you return to class.

Reference Section

Detentions

Detentions, when assigned, are to be served during lunch on a day that works for my schedule. Failure to serve can result in a "doubled" detention and/or an office referral.

Hall Passes

The classes only last about 55 minutes and every minute is valuable to me as it should be to you. You will have 3 EMERGENCY passes. They are only allowed during the middle block of class (e.g. NOT during the first 20 minutes of class or the last 15 minutes of class). Fill it out and show me all the items requested to go. After you have used them all or lose the sheet, you will NOT be able to leave class without serving a detention during lunch (this is how I can account for the "emergency factor"). Please try not to ask me to sign your agenda during a class discussion.

Cell Phones/ Smart Watches/ Other Communication Devices

As per the Westmoore High School student handbook, teachers get to decide how electronic devices are used in the classroom. There will be times in class where we will utilize technology for educational purposes. What about the times when we aren't using them for class? Great question! Glad you asked! Put ALL your devices (cell phone, your "other" cell phone, smart watches, etc.) in the electronic device corral at the front of the room.

BUT WHAT ABOUT (Fill-in-the-blank of the reason why you must use/ have your phone)? Another great question! Glad you asked! I get it. I am an adult. I will model behaviors that are important to you are a future adult, including when it is best to be on your device. So, if there is a time when you need your phone, just ask ahead of time. No kidding! If you don't ask first and you are magically using it in class, it will get taken to the office. Please don't refuse to give it up, it will only get worse for you...

If you need to make a phone call, I do have a landline telephone in the classroom. Please ask permission before using it.

REMEMBER: It is easier to _____
than to _____!

Class Jobs

I cannot do this job alone. I need you help. I have some class jobs that require student workers. These students will get "perks" as part of keeping up with their job. Students who need to be constantly reminded will be replaced.

Supply Manager: Candidate Duties include passing out and collecting classroom supplies. Additional responsibilities include ensuring that ALL lab supplies are returned and put back in the way they started class and looking over the class textbooks to make sure they are returned in the proper way. Applicant must be detail oriented and know where classroom supplies are kept.

Collections and Returns Manager: Candidate Duties include collecting and returning student assignments. Must be reliable, highly organized, efficient, alert the teacher of missing assignments ASAP, and have neat handwriting. Also, they will prepare assignments for absent students and write the daily activities on the class calendar.

Sanitation Crew: Candidate Duties include making sure the classroom is clean and orderly at the end of class. Not responsible for the messes of others but must be willing to provide polite reminders. Additionally, if they are the present at the end of the school day, they need to put the trashcans out in the hall and remind students to put chairs on the tables if it is an "even" day so the custodians can sweep.

Guest Teacher Assistant: Position requires candidate to guide guest teachers through the "Guest Teacher" binder and classroom procedures. Candidate must be polite, helpful, and informative without being bossy. This person is also a fill-in staffer. If a person in Mr. Baughman's Work Force is not present to complete their duties, the candidate will fill-in for the missing job. They are also in charge of recording any new graffiti/ vandalism in the classroom.

Reference Section

Text Message Reminders

Please get the Remind app and sign up. I will be using this app to send out information for your class. You will be able to text me with questions and I will respond to you. I have found when my students need help with a homework using Remind eliminates frustration. **Please have your parents/guardians sign up to Remind as well.**

EVERYONE	Message for 1 st hour:	Message for 2 nd hour:	Message for 3 rd hour:	Message for 4 th hour:	Message for 5 th hour:	Message for 6 th hour:
Text:81010	@WHS01	@WHS02	@WHS03	@WHS04	@WHS05	@WHS06

There are alternate instructions for email sign up at these addresses:

Hour	Website
1	https://www.remind.com/join/whs01
2	https://www.remind.com/join/whs02
3	https://www.remind.com/join/whs03
4	https://www.remind.com/join/whs04
5	https://www.remind.com/join/whs05
6	https://www.remind.com/join/whs06

RULES FOR DISCUSSIONS

- When anyone is at the board and explaining something to the rest of the class, you must be respectfully listening to them and taking notes if necessary.
- Please raise your hand to talk during class discussion, unless I invite anyone to answer by throwing out a “mass” question to the whole class.
- When I ask a student a question, no one else should answer for them. You must give them a minimum of 10 seconds to think about the answer before you raise your hand and contribute your ideas. You must treat the person who is answering with respect. Anyone rudely interrupting someone talking or making sarcastic or hurtful comments will be cut off from the discussion for the rest of the period or asked to sit outside of the room.
- The person answering a question or explaining something at the board needs to speak in a voice that all can hear.

IF YOU NEED ME TO WRITE A RECOMMENDATION FOR YOU:

Here is what I need from you:

- * The date which you need the recommendation completed by me or the date the letter must be postmarked.
- * Does the institution require me to use WHS school letterhead to write the recommendation?
- * An addressed stamped envelope so I can send the form and letter directly to the university
- * A current vita of yourself. A vita is basically a listing of your major accomplishments in life

MY TEACHING PRIORITIES (in order)

- #1 Give you as many opportunities as I can to build up your internal motivation to solve nature's curious puzzles on your own or with a cooperative group.
- #2 Provide a class atmosphere where you can feel relaxed enough to ask honest simple questions without worrying about some pompous classmate calling you a goober.
- #4 Train you in proper experimental and laboratory procedures so you don't embarrass yourself later in life.
- #5 You will develop a better appreciation of how and why the study of biology is important to your very existence on Earth.
- #6 Teach in a way that you will place the concepts of science into your long-term memory so you will be prepared for science at the college level or simply to become lifelong learner.

I RESERVE THE RIGHT TO MAKE ANY NEEDED CHANGES IN THE ITEMS PREVIOUSLY DISCUSSED AS I SEE NECESSARY ANYTIME DURING THE SCHOOL YEAR.