

# Reference Section

Mr. Baughman's Procedures, Rules, Routines, & Other Info  
Mr. Baughman has duty on Wednesday PM (Yellow Hall Corridor)

General Science

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Faculty Meetings are usually on Tuesdays after school

## Contact Information

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Room 170	(E mail is the best way to contact me)
Planning Period: 2 <sup>nd</sup> Hour	

## WHAT DO I NEED FOR THIS CLASS?

<b>EVERY student needs the following items in this column (except where noted):</b>	<b>The items in this column you are to get depending on the hour you are enrolled in my class:</b>
<ul style="list-style-type: none"><li>• A 3 subject spiral notebook (I recommend the Mead® Five Star® Wirebound Notebook, 3-Subject, College Ruled, 8-1/2" x 11", with a light colored cover so you can write your NAME, HOUR, AND SUBJECT on it easily with a permanent marker).</li><li>• A folder for homework (plastic ones work better).</li><li>• Loose leaf paper</li><li>• Pencils for your assignments.</li><li>• A scientific calculator [Example: TI30XS Multiview] (CHEMISTRY CLASSES ONLY)</li><li>• A composition notebook (CHEMISTRY CLASSES ONLY)<ul style="list-style-type: none"><li>○ You also need black or blue pens to do write up your labs.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <u>Two Rolls of Paper Towels (Hours 1, 3, &amp; 5)</u></li><li>• <u>Two Boxes of Facial Tissue (Hours 4 &amp; 6)</u></li><li>• <u>12 Glue Sticks (ALL HOURS)</u></li><li>• <u>A disposable scotch tape dispenser (ALL HOURS)</u></li><li>• <u>One ream (500 Sheets) of 20 lb. or 20# Copy Paper (ALL HOURS)</u></li></ul> <p>Please bring these items with you name on them to get a bonus prize!</p>

## 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 bellwork 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.**

# **Reference Section**

## **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 manner 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); throw away your food or drink at the door (bottled water is okay but is subject to inspection), Turn in/ Pick up papers (if needed); Pick up remote (if needed)

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 that are marked off with red 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.

#### **Preparation**

You must be responsible enough to come to class prepared each day. The materials you need to bring on a daily basis are your binder, lab book, textbook, pencil, and paper.

#### **Handing In Homework**

If there is an assignment that you need to hand in, "FIDO" will be there to eat it/ take it from you. If he is not out, keep the assignment and begin the day's activities as instructed by your teacher. If you arrive late and handing in the homework will cause a distraction, go to your seat, and raise your hand when it is appropriate to do so. Make sure you have the proper heading on your paper or you could receive a reduced score! You must have your first and last name, 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 in to 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 two tardies = one absence. In addition, since I have to 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/ Dismissal**

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." 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. They are the only ones who are allowed to line up by the door. 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 have music or sound effects (bell, gavel, etc.) cue to get your attention. Think of this as a "yellow" light on a traffic signal. By the time the music is finished or the second time the sound effects cue is played, I need everyone's attention directed towards me (meaning looking at me without talking). Think of this as a "red" light on a traffic signal.

# Reference Section

## Absences

The short answer is "See S.I.C" 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. I post assignments and events through Remind. 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 to "See S.I.C." 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.

## Late Work

Late assignments will not be accepted, per department policy.

## 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 **30-minute detention** during lunch (this is how I can account for the "emergency factor"). Come to my room first when you have detention. You will get to go to lunch after you have served your time.

## Cell Phones/ Electronic Devices

NO Cell Phones/ Electronic Devices are allowed to be used in class! You will turn in your phone to the "Phone Corrale" located in the front of the class. If you do not have one, please follow my directions on what to do. This starts from the time you enter my door way until the time you back in the hall. If you are in violation, they will be taken to the office per the policy in the Moore Public Schools Secondary Student Handbook.

## Food and Drinks

As per the Westmoore High School student handbook, food (this includes gum and candy) and drinks (this includes flavored water) are not allowed in class (bottled water is exempt). I do not have time to police the messes that students leave behind. When students make a mess, it gets sticky and nasty. Plus, "critters" from the outside like to get in the room looking for things to eat. So, if you have food or drink in class, it will get thrown away. Refusal to do so (or playing the "shove it all in your mouth card") will result in disciplinary action of some kind (like scraping gum off of desks).

## Classroom Property

Vandalism will not be tolerated to any of the property in the classroom. Violators will be dealt with in accordance to the discipline plan.

# Reference Section

## Numbers, Numbers, and More Numbers!

There are several numbers that will be used to identify you in my class. First, the school assigns you a number called a Student ID# (the same number you use for the lunch line and to log in to the school computers). I will use this number to identify you when I post grades for the class. The rest of the numbers for this class I will assign to you. Your Roster # will go in all your assignments and helps me sort your papers. This must go on ALL of your assignments or a penalty could be assessed. Once the class rolls settle out, this number should not change unless we lose/ gain students or if you switch hours. Your Seat # is the number I use to place you in the classroom. This number can change depending on the seating chart. Your Remote # will be for when we use the CPS ("Clickers") remotes later on in the year. This should be close to your Roster #.

### Text Message Reminders

Sign up to receive text messages for the class. Text one of the codes below to 81010 (depending on your hour for my class). Note that standard text messaging rates apply. You will earn bonus points for doing this. The service will ask you for your name. Please use the one that is listed in the school records. Nicknames will not earn you the bonus points since I cannot trace it back to you. You can also get a bonus for one of your parents/ guardians signing up (since some students only have one parent/guardian, this makes it fair to all). When they sign up, have them put their name and then your name in parenthesis. So, if JJ Jaguar's mom, Janet Jaguar were to sign up, it would look like this: Janet Jaguar (JJ Jaguar).

Class Hour	Class Code (those are "zeros", not "O's")
First Hour	@WHS01
Second Hour	@WHS02
Third Hour	@WHS03
Fourth Hour	@WHS04
Fifth Hour	@WHS05
Sixth Hour	@WHS06

### Social Media

- If you miss class, check out my Instagram page (@baughman\_whs) to see what you missed. I will try to update it daily!

### 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.

### MY TEACHING PRIORITIES (in order)

#1 Prepare you for the all-important district and state exams in science.

#2 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.

#3 Provide a class atmosphere where you can feel relaxed enough to ask honest simple questions without worrying about some pompous classmate calling you a dweeb.

#4 Train you in proper experimental and laboratory procedures so you don't embarrass yourself later on in life.

#5 You will develop a better appreciation of how and why the study of science 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 to take more science courses in high school, for science at the university 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.**