

## Classroom Procedures in Mr. Bartuska's Class

There are many procedures that students will be taught and must learn to help make our class time run more smoothly, efficiently, and safely. At the beginning of the year, we will all practice and learn these procedures together. As the year progresses, we may add and learn additional procedures as needed.

**1. ACCOUNTABILITY:** As your teacher I am responsible for you at all times. No student will leave my room for any reason, including going to the bathroom, without my permission, and without a written pass.

**2. BATHROOM:** Students should use the bathrooms during the time between classes. In class, between ten minutes after class starts, and before ten minutes before class ends, students will raise their hand and/or let me know they need to go to the bathroom. When I am not in the middle of a teaching task, I will allow bathroom use, when appropriate, at my discretion.

**3. MY (THE TEACHERS') DESK, AREA, AND PROPERTY:** My things, my desk and work / planning area, my computer, my credenza and other personal property are OFF LIMITS to students at all times unless authorized by me. Some of my items are expensive and not replaceable.

**4. CLASSROOM USE:** Students will begin class by sitting in their assigned seat to help with role taking. Students will give me (their teacher) their undivided attention during instruction. Students will enter and leave the classroom without running. Book back-packs will be placed on the floor. Coats /sweaters will be hung on the back of your chair. If tables are moved during class to accommodate a learning experience, students will assist each other in returning tables to their original position before the end of class.

**5. LAB AREA USE:** Students will only be allowed in the lab area during lab experiments under my (teacher) supervision. Students will wear the necessary safety equipment (safety goggles, ear plugs, gloves, etc.) as directed by me (teacher) as necessary during experiments.

**6. PENCIL SHARPENER:** The pencil sharpener is located in the back of the classroom and will be used to sharpen only regular graphite lead and colored pencils. Please have pencils sharpened by the beginning of class.

**7. STUDENT MATERIALS:** Students are responsible for the material condition of their text books and will be required to replace damaged text books. Students are also responsible to take notes and maintain their planner (organizer – agenda). Finally, students are required to keep a 3-ring binder with their loose papers, handouts, and other papers.

**8. CLASSROOM MANAGEMENT:** Students will remain in their seats unless instructed to move within the room. During morning assignments, students will be silent and attentive. Students will raise their hands to ask a question. In order for me (the teacher) to get students

attention during a noisy time in the classroom, whenever I (the teacher) say “OM” (pronounced “Oh Em”) loudly, the entire class will respond politely with “AH HA” so I can get your attention or so we can all get back on task. Students leaving class prior to lunch will do so orderly without running.

**9. HOMEWORK AND ASSIGNMENTS:** Assignments and homework will be posted on the appropriate Engineering or Aerospace white board on the wall next to the conference table. Students will be required and expected to enter all assignments and/or homework in their planners (organizer-agenda) on the date the assignment and/or homework is due. Assignments and/or homework will be handed in by placing in the Homework Basket.

**Late homework will be worth ½ credit.**

**10. STUDENT ABSENCES:** When absent, it is the student’s responsibility to ask me (the teacher) what was missed and to make up any missed assignments and/or homework. Students can copy assignment instructions from the appropriate white board or ask another student in their class. Students have ONE WEEK from the day they return to class to complete makeup work. After ONE WEEK, makeup work will be late and receive ½ credit.

**11. WEEKLY GRADE ASSESSMENT:** All students will receive a weekly grade worth 25% of their course grade for participation, note taking, and use of their planner (organizer-agenda). Making the successful transition from middle school to high school in preparation for college, the military, or other future career training will require the establishment of many new habits. Taking effective notes, properly using a planner (organizer-agenda), and participating in class are *important & essential skills* that must be practiced and mastered, and consequently will be rewarded during the school year.

**12. WORKING IN GROUPS:** Learning to work together with other people in groups (teams) is an important skill that the Academy can and will provide its students. When working as part of a group, one student will be responsible for getting any materials for the group as needed. Each student in the group will be assigned a task to complete for grading. Students will actively participate in group activities by completing their particular group assignment.

**13. TRASH CAN / WASTE BASKET USE:** Throwing things into the trash can / waste basket during class is not acceptable behavior. Please walk to the trash can and dispose of your trash. There is no spitting at any time in our classroom. If something in your mouth needs to go into the garbage, remove it from your mouth, wrap it in paper, and follow the above procedure.

**14. FEEDBACK AND GRADING:** Assignments, homework, quizzes, and tests will be graded and returned to students as quickly as possible. All formal tests will be returned to me and kept in my files for future parental/guardian conferences as needed. Some student work will be given a number point grade; some student work will be given a check for credit; and some student work will be reviewed for student understanding of the material being taught.

**15. FOOD AND DRINK IN THE CLASSROOM:** In general, no food or drink will be allowed in the classroom by students at any time. An exception may be allowed if the school provides bottled water on extremely hot days. Otherwise, no food or drink is allowed in the

classroom by students. (Students may of course have their lunch in their book back-packs, but may not eat the contents during regular class).

**16. STUDENT TO STUDENT PHYSICAL CONTACT:** Students will control their hands, feet and mouth at all times. Students do not have the right or permission to touch other students – even in a playful manner. Pushing, shoving, or kicking someone and then saying “I was only playing” isn’t acceptable. Students who do not control their hands, feet and mouth will be suspended out of school for one or more days.

**17. CELL PHONES, I-PODS, AND OTHER ELECTRONICS:** Students are recommended to leave any and all personal electronic devices at home as they may be stolen, damaged, or lead to the disciplining of students for improper usage. The Academy has telephones, so there is no need for a student to bring a cell phone or other similar device to school. If students still insist in bringing personal electronics to school, they may not use their cell phone on school property. **Cell phones may not be used in classrooms, restrooms, hallways, or anywhere at the Academy anytime during the school day for voice, text messages, or to take or display pictures.** Any phone that I (a teacher) see, or is heard (rings) or is displayed for text, voice or photo in class or the hallways will have its battery confiscated by a staff member and kept in the office. If the battery can’t be removed, the entire device will be confiscated and sent to the office. **A parent or guardian of the student must come to school to pick up the phone or electronic device a no sooner than 24 hours later. A note or phone call by the parent will not be substituted.** The Central Florida Aerospace Academy, Kathleen High School, and/or the Polk County School Board **will not be held responsible for any lost or stolen electronic devices.** It is encouraged that students and/or parents/guardians record serial numbers for possible future reference for any device brought on campus.

**18. STUDENTS ON FIELD TRIPS:** Students are expected to follow all Rules and adhere to the Polk County Code of Conduct while attending any school sponsored field trips or event. Students who do not abide by these expectations, skills and rules will be sent home at their parents’ expense. In addition, should a student’s behavior, actions, misuse or abuse of objects cause damages, the student and parents will be held financially responsible. Students will also face disciplinary action which could result in suspension or withdrawal from the Central Florida Aerospace Academy.

**19. EQUIPMNT, INSTRUMENTATION, & TRAINING AIDS:** Hands are to be kept off all equipment, instrumentation, and training aids until instructions and permission are given for use.

**20. CLASS DISMISSAL & TALKING:** I (the teacher) will dismiss you from class, not the bell or other student. The bell is to indicate to the teacher that it is time to end class. Students are to remain in their seats until I dismiss them from class. **Talking.** Students, particularly teens often engage in talking during class and don’t even realize they are talking. Should I need to ask you to please stop talking during class, do not reply with “I’m not talking.” This is both disrespectful and fails to show you can take responsibility for your own behavior. If you need to say something when corrected, please be polite and simply say “yes Mr. Bartuska,” or just “OK.”