

# 2020-2021 Health Classroom Policies

## CLASSROOM EXPECTATIONS

| <i>Professionalism</i>  | <i>Adaptability</i>   | <i>Integrity</i>  | <i>Dependability</i>  |
|---|---|---|---|
| <p>Use your manners.</p> <p>Listen carefully when others are speaking.</p> <p>Let other students learn.</p> <p>Be welcoming and include others.</p> <p>Be respectful in conflicts (staff and peers).</p> <p>When visiting another class, knock and wait to be invited in.</p> | <p>Successfully transition to new activities.</p> <p>Participate actively.</p> <p>Ask questions and get help when you need it.</p> <p>Use failure as an opportunity to learn.</p> <p>Challenge yourself: Do the best that YOU can do.</p> | <p>Be honest.</p> <p>Submit your own work.</p> <p>Comply with classroom and lab rules and procedures.</p> <p>Leave when your local school is dismissed.</p> <p>Take responsibility for your actions and apologize if needed.</p> <p>Use personal technology only when instructed.</p> | <p>Come to class.</p> <p>Be on time.</p> <p>Be prepared for instruction with all necessary materials.</p> <p>Stay on task: Work for the entire time on the class that you are in.</p> <p>Complete all of your assignments and turn them in on time.</p> <p>Clean up after yourself.</p> |

## CLASSROOM PROCEDURES

### *Entering the classroom*

Students should place their backpacks in the space designated, turn off their phones, place them in their assigned pocket at the front of the room and take their seats.

### *Tardy to class*

Those who are not in their seats when the bell rings will be considered tardy. It is an expectation of this class that students will be prepared and ready to begin when the bell rings. If your bus arrives late, please come directly to class. If you drive and are late you will lose 5 professionalism points. The doors will be locked and you will need to check in at the office.

### *Pen or Pencil*

The chief focus of the Health Science class is to prepare students for clinical job shadowing. As a result, it is mandatory that students write in black or blue ink only for all documentation assignments, as this is required by clinical sites. All other assignments you may use pencil.

### *Classroom/Lab Materials Needed*

All lab supplies will be provided in the classroom. You will be provided one notebook and one three ring binder. Please bring or wear closed toed shoes while in the lab area and have hair pulled up when practicing skills or completing check offs.

### *CHAMPS Rubric*

Please see Rubric at the end of class policies.

### *Leaving during class*

If you need to use the restroom you may do so without asking, however we ask that you sign out at the door using your name and military time. No more than two students may be signed out at a time so please respect each other's time and be quick. If you must leave for an appointment you will need to sign out at the office as well.

### *Tracking daily assignments*

Students will receive assignments on a daily basis in the Health Class. These are to be completed as assigned. When finished with an assignment, students are to place their work in the correct AM or PM bin on the front desk. You will have time to work on homework or assignments in class, please use your time wisely or you will lose this time.

### *Returning assignments to students*

Assignments will be returned to the student's mailbox after the grade is placed in PowerSchool.

### *Finding out grade status*

We are always available to discuss classroom assignments as well as any grading concerns the student may have. Grades will be placed in the MACC PowerSchool on a weekly basis. Students and parents may access grades from the MACC PowerSchool at any time by logging in. Please remember, you must log in to the MACC PowerSchool, not your home school's portal.

### *Student responsibilities after an absence are:*

- Speak with classroom student administration or Instructor to find out what assignments have been missed.
- You are allowed 1 day to complete missing work. For example, if the student is absent on a Tuesday it is expected that the missing work will be due on Thursday.
- If the student is absent on the day of a test, it is expected that the student will take the test on the first day back to class.
- You are responsible for checking Google classroom. We will not come looking for you for missed assignments.
- You or a parent must call or text if you are going to be absent from class. Please understand that excessive absences may prevent you from participation in the certified nurse aide program.

### *Late, missing, or incomplete assignments*

If you miss a day you may turn in your work the next day in class. It is the discretion of the instructor to accept late work and the points earned will decrease each day it is late. Health Science is for those students considering a career in the healthcare field. These careers require that you complete work in a timely fashion. This policy is non-negotiable. Remember we do take incomplete assignments as some points are better than no points.

### *Communication procedures with parents and families*

Parents will receive communication from the Instructors on an as needed basis. We have an open door policy and are always happy to discuss any concerns students, or parents may have. If you need to discuss your student with us, please call 616-225-5730 and we will gladly make an appointment with you.

### *Ending class*

The Health Science class is a TEAM environment. As a result, it is the expectation of the Instructors that the students will assist in room tasks, such as laundry, bed making, and trash removal as assigned. This is done on a daily basis during the last 10 minutes of class time.

### *Communication procedures with parents and families*

Identify whether you will initiate any regular communication with families. Provide information on when, where, and how family members can get in touch with you. Also provide information about when you will be posting grades in PowerSchool and when families can expect updates.

### *Other*

- Please bring or wear closed toed shoes while in the lab area and have hair pulled up when practicing skills or completing check offs.
- No horseplay in the lab or with the equipment as it is expensive to replace.
- Classroom rules and norms: BULLYING OF ANY KIND WILL NOT BE TOLERATED! If You are being bullied, report it immediately! Swift action will be taken. Bullying may result in expulsion from the Health Science Class.
- Students are expected to participate in all clinical skills learning, practicing, and testing. Lab participation IS NOT OPTIONAL.

## **CONSEQUENCES FOR CLASSROOM RULE VIOLATIONS**

These will vary according to the seriousness of the rule violation and will be handled on a case-by-case basis.

## **CONSEQUENCES FOR CODE-OF-CONDUCT VIOLATIONS**

All violations of classroom rules will result in initiation of a written report. This report will be forwarded to the MACC Principal as well as the student's parents. It is the expectation of the Health Science Instructors that Health Students will present behavior that is professional in nature. Some of these professional behaviors will be learned during this class.

## Classroom Expectations: CHAMPS

|  | Teacher Directed Instruction   | Cooperative Groups  | Independent Seatwork/Computer work   | Tests/Quizzes   | Lab/Skills   |
|--|--|---|--|---|--|
| <b>Conversation:</b> Can students engage in conversations with each other during this activity? If so what? With Whom? How many students can be involved in a single conversation? How long can the conversation last? | No talking while the teacher is talking, may answer questions as instructed by teacher   | Yes- Low voices with your group only  | Yes- May use whisper voice to ask neighbor about assignment or questions then get back to work   | No- Absolute silence  | Yes- Low voices, should hear conversations about the skill being worked on, beginning/ending 10 always   |
| <b>Help:</b> How do students get questions answered? How do students get your attention? If students have to wait for help, what should they do while they wait?   | Raise hand   | Ask your partner first  | Raise hand   | Raise hand or come up to the teacher's desk                         | Ask lab partners first. If unable to answer or questions on technique put group number on the whiteboard an instructor will be with you shortly, continue to work on what you know |
| <b>Activity:</b> What is the expected end product of this activity? (Note this may vary from day to day.)  | Note taking class discussion video/ppt   | Give each member a chance to talk<br>Respect ideas<br>Work together                             | Work alone in your seat  | Testing- when done start new vocab terms define or practice in seat | Practice skills after demonstration  |
| <b>Movement:</b> Can students get out of their seats during the activity? If yes acceptable reasons include: pencil sharpening, drink, restroom, hand in/pick up materials. Do they need permission from you?          | No<br><br>Please take care of needs before class or at break                             | Yes<br>Must sign out @ door in military time<br><br>No more than 1 student signed out at a time | Yes<br>Must sign out @ door in military time<br><br>No more than 1 students signed out at a time | No<br><br>Please take care of needs prior to the start of test      | Yes<br>Must sign out @ door in military time<br><br>No more than 2 students signed out at a time   |
| <b>Participation:</b> What behaviors show that students are participating fully and responsibly? What behaviors show that a student is not participating?  | Head up, ready to listen, respond to questions and participate in topics being discussed | Working together<br>Everyone has a voice/input<br>Read, Record, Report                          | Work independently on current assignment or study for upcoming test/skills                       | Work independently nothing on desk                                  | Work in assigned lab groups, stay on task<br>Practice skill at least 2-3 times prior to check off<br>Sign up on the clipboard when ready to check off                              |
| <b>Success/Supplies</b>  | Teacher provides ppt/handouts or fill in notes   | Paper, markers, notes, book   | Paper, pencil, book  | Pencil, test, quiz  | Equipment,/supplies check off sheet  |

