

# STEM Center Rules and Procedures

## STEM Center Procedures:

It is my responsibility to:

- Be in class on time
- Keep my hands, feet, and objects to myself.
- Listen to instructions the first time they are given.
- Do not use vulgar or offensive language.
- Have all materials ready to use when the bell rings.
- Not use my cell phone in class unless the teacher instructs me to.
- Not bring any food into class.



**In other Words:** Work Hard, Be Nice, Stay Curious, and Stay Safe

## Classroom Procedures:

### What will be graded?

- Engineering Challenges, Assignments, and Projects
- Classroom and Group Participation

### What is the Citizenship Grade?

- Citizenship is a separate grade based on the “Respect, Courage, Compassion, Integrity, Perseverance, Curiosity”
- Points are as follows:
  - 90%-100% Satisfactory
  - 70%-89% Needs Improvement
  - Below 69% Unsatisfactory

### What resources are available to me and when can I use them?

- Markers, colored pencils, glue sticks, scissors, erasers, and rulers.
- All supplies will be put out for you during each challenge.
- Everything in or on the teacher’s desk or in the cupboards is off limits.

On occasion, we may request that students bring in supplies like an empty 2-liter bottle or other household items. Bringing these items will not be required. However, they will be very appreciated. I'll send out an email to let parents know if we need those types of supplies.

- THE ONLY REQUIREMENT IS THAT YOU BRING A PENCIL TO EACH CLASS.

## **What will the assignments look like and what homework might I have and how do I turn them in?**

- Most work will be done inside the classroom.
- You will be given many engineering challenges to work on as team members.
- You will be required to complete an Engineering Design Template for each challenge.
- All completed assignments will be turned in on Canvas.
- You will need to do your best work on each assignment.
- There will be rubrics that go along with assignments, So you will know upfront what the expectations will be.
- Assignment due dates are very important as we will not be able to redo engineering challenges.
- However, you may redo assignments to earn a better score.
- I read everything on each of my students assignments, so please reread your work and spell words correctly.
- If you are absent, you still have to do the online Canvas assignments.

## **What does group work look Like?**

- We will all learn how to use [collegial discussion](#) in our classroom.
- Everyone in the group will need to contribute to earn full credit on group assignments.
- We will follow the advice from Vince Lombardi, "Individual commitment to a group effort--that is what makes a team work, a company work, a society work, a civilization work."
- Groups will work on challenges, assignments, and class presentations together.
- If you missed instruction, ask your team, ask a partner team, then ask the teacher.

## **How do we present information to the whole Class?**

- Students will develop and demonstrate effective speaking and listening skills.
- Whenever we present in front of the class, we will use the microphone.
- When someone is talking, we listen.
- All group projects will need to be completed on time for the assigned presentation day.

## **Keeping the class orderly:**

- Leave all equipment or tools where you found them.
- Clean up tables and floors of paper or debris.
- Sanitize your table, chair, and tools that you use.

## **Classroom phone ringing or overhead announcements**

- Only the teacher answers the phone.
- When the office makes announcements, we all listen.

## **Pledge of allegiance:**

- Student of the week will lead the class in the pledge.
- Student of the Week will be randomly selected each Friday, at the end of class.

### **How do I know what we are going to do in class today?**

- The agenda on the board and on Canvas will tell you the order of all the activities

### **What do I do if I need to sharpen my Pencil?**

- Follow the classroom rule of having materials ready when the bell rings
- But if your pencil brakes, you may sharpen your pencil if the teacher is not instructing the class.

### **How do I ask for help?**

- Raise your hand and wait to be called on.
- Come see me before or after school.
- Email me, and be specific about what you need help with.
- If you are working in a group, you may discuss questions within the group.

### **What do I do if I need to go to the restroom?**

- Please use the bathroom on your way to class.

### **Computers/Chromebooks/iPads Usage Procedures:**

- Plug in Chromebooks and iPads if you use them.
- Don't goof off on computers by playing games.
- Don't do any damage to them (scratch the screens, pop off the keyboard keys, etc).