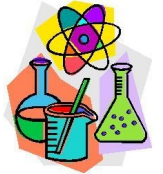




## Responsible Action IS...

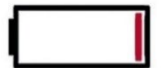


- arriving on time each day (having completed the pre-screen) and being ready to work right from the start
- checking the pre-notes and assignment descriptions when you are absent, and then emailing your teacher with specific follow-up questions about what you missed in class (see Syllabus for example)
- having a computer with enough charge to make it to the end of the class period without needing to plug in
- preparing all assigned homework prior to arriving and turning assignments in on time (remember that homework is due at the START of class!)
- ensuring that the work that you submit is entirely your own, in your own words (in other words, maintaining academic integrity throughout the creation of your assignments)
- participating actively in activities and allowing space for others to participate as well
- maintaining a positive attitude and being respectful of others
- notifying your teacher ahead of time, via email, when you have an early dismissal or an appointment that causes you to miss part of class
- staying on-task during pair or small group work
- doing quiz corrections (when required) and meeting with Ms. Dodd about those corrections
- cleaning your work area and all equipment when you finish lab activities
- asking questions (and raising your hand to do so) and reaching out to your teacher (during or after class) if you don't understand something or need any help



## Responsible Action is NOT...

- showing up late, or being unprepared for learning (missing supplies, handouts, etc)
- being out of your seat and/or chatting with classmates instead of doing the bellringer
- not contacting your teacher when you are absent, or emailing saying something like, "What did I miss?" or "Did I miss anything important today?"
- not showing up when you schedule a meeting with your teacher
- drifting off, staring into space, falling asleep, or using other body language that communicates a lack of interest
- sitting silently or passively during activities
- having a negative attitude or being disrespectful of others
- leaving a mess at the conclusion of lab activities
- having your phone ring during class (phones should be off and away from 8:30 to 3:00)
- side-talking and distracting your neighbors and other classmates
- turning your work in late



Low Battery



These expectations are in place all year, but please note that the impact to your responsible action may increase as the year progresses. In other words, an action that might cause you to lose 10% from your responsible action in the fall might result in a loss of 15% or 20% in later trimesters.