

Procedures: *Procedures are a part of life. We follow procedures for using cell phones, boarding and exiting your bus, downloading songs, and cooking a meal. The reason that we have procedures in life is so that people can function in society knowing the acceptable and efficient way other people do things. The following are procedures for this classroom. These procedures establish our classroom culture.*

1. Entering the classroom

- a. Enter quietly, grab all papers on the entrance desk on your way in, go directly to your seat, and square away materials.
- b. If you have forgotten a pencil/pen or paper you will receive a point (see behavior plan). If you have 10 cents you may purchase a pencil or you may give up your shoe as collateral for one.
- c. Sharpen pencils. You may NOT sharpen pencils during instruction time without permission.
- d. Immediately begin the "warm up" assignment on the board.
- e. Wait quietly for further instructions.

2. Where can I find the assignments posted for the day and for being absent.

- a. Daily assignments along with the warm-up and homework are posted on the front board, my website, and the Explorers homework website.
- b. All missed work assignments and agenda may be found on my website and it is up to you to get them.
- c. If you do not have access to a computer at home it is up to you to get to the library either before or after school or during lunch to get your missing work.
- d. If there happens to be extra handouts they may be found in the purple bin at the front of the room.

3. Finishing an assignment early

- a. Remain in your seat.
- b. Finish other science work that may be incomplete.
- c. Finish another subjects homework.
- d. Read a book or science magazine found to the side of the classroom.

4. Appropriate times for moving around the room

- a. Never, unless I have given you permission

5. Collection and distribution of papers

- a. You may always put your papers to be graded in the core specific white bin on the side of the classroom, before class begins.
- b. All returned and graded papers will be in the core specific blue bin on the side of the classroom.
- c. Any papers collected during class will be passed across your row to the center of the room and I will collect them there.

6. How to get the teachers attention

- a. Raise your hand without speaking and wait to be called on.

7. Signaling for quiet and attention

1. I will raise my hand.
 - a. You will stop everything you are doing including talking and raise your hand.
 - b. Once everyone's hand is raised I will speak.
2. I will say hey-o.
 - a. You will say al-right.

8. Dismissal

- a. Tidy up and clean your area.
- b. Remain seated and wait for dismissal from me. I dismiss the class, not you.
- c. As you leave, push in your chairs and quietly leave.
- d. If it is the end of the day put your chairs on top of the desk.

9. Beginning the day, what to do before school

- a. Go to your locker and the bathroom
- b. Line up outside my room in a single file line against the wall
- c. No kicking, touching, smacking, hitting, grabbing. Your hands should be at your sides, crossed, or in your pockets. Both your feet should remain on the floor.

10. Late arrival

- a. Give me your tardy slip
- b. Have a seat without talking and begin working on the day's assignment

11. Leaving the room for any reason including the restroom, water, locker, phone, etc.

- a. Each student will be given 6 passes total for all core classes. These must be used to leave the classroom for whatever reason.
- b. Once those passes are used up you are not able to leave. NO passes do NOT ask to leave.
- c. Passes will be issued at the start of every term.
- d. You must fill out your pass and I will sign it.
- e. You must bring your pass with you when you leave. No going to your locker first to get your pass!

12. Walking in the hallways

- a. Walk in a single line
- b. Be quiet
- c. Walk in the designated area of the hallway
- d. No kicking, touching, smacking, hitting, grabbing. Your hands should be at your sides, crossed, or in your pockets. Both your feet should remain on the floor.
- e. Stop at the designated points as determined by Ms. Myers and wait for her to say continue.

13. Lunch room procedures

- a. Remain seated until I have dismissed the class to line up
- b. Line up without kicking, touching, smacking, hitting, grabbing. Your hands should be at your sides, crossed, or in your pockets. Both your feet should remain on the floor
- c. Follow procedures of walking in the hallways
- d. Stand in a single line while waiting for your food without touching, kicking, hitting, smacking one another.
- e. Go to your table and remain seated until dismissed by a teacher.

14. Grading and homework policies

- a. Homework is due the day after it is assigned and it is your responsibility to put in the "in" box as you enter the room.
- b. Excused work is due the day you return
- c. Late work is worth 50% of the assigned points.

15. How to organize your notebook

- a. Notebook pages will be numbered.
- b. Assignments and notes will be stapled in your notebook according to the table of contents at the front of the room.
- c. Each assignment will correlate with a certain page number.
- d. Notebooks will be collected and graded throughout the terms.
- e. At the end of each term you will turn in your notebook for a grade and I will hold your notebooks until the end of the year, so you can use them to study for your EOG.

16. Check out materials

- a. Ask Ms. Myers
- b. Put your name on the board with what you borrowed
- c. Show Ms. Myers when you return it and she will erase your name.
- d. Unreturned items will result in a point (see behavior plan) and loss of borrowing any other item until the original item is returned.

17. Extra Help

- a. Tuesday and Thursday after school I am available but only upon request. Do not stay after if you have not cleared it with myself or your guardian.

18. Group work procedures

- a. Follow the activity steps listed in your instructions.
- b. You are responsible for your own job and the results of the team.
- c. If you have a question, ask your team members first. If no one can answer a question, appoint one person to raise a hand to ask Ms. Myers for assistance.
- d. You must be willing to help if a team member needs it.
- e. Remain in your seat at all times