



Classroom Procedures and Expectations

Hester

2017-2018

Procedures are a part of life. We follow procedures when we go to the movies, eat at a restaurant, or fly on an airplane. Procedures are necessary so people can function in society knowing the proper and appropriate way to do things. Procedures can make things run more efficiently, help people to be more successful, and also make things more safe. Think of what would happen if people didn't follow the procedure at a stop sign or red light! This classroom also has its own set of procedures. These procedures help to establish our classroom culture. When everyone follows the procedures, our class becomes safer, calmer, and a better environment in which to learn. Let's all choose to have a great year!

-Mrs. Hester

How to Enter the Classroom

Calmly and quietly enter the room and take your assigned seat. Immediately get to work at your desk. There will always be something for you to do. Please do not enter the classroom if the door is closed, or if there is not a teacher present.

Starting Class

1. Take out any homework due that day and put it into the tray.
2. Read the Daily Agenda to see what you will be working on in class that day.
3. Complete the "Bell Ringer" activity or first activity listed on the Daily Agenda.
4. Study your vocabulary words/for next test if you have extra time before we move to the next activity.

If You Are Absent

Each class is assigned a student to take attendance and act as the "Hospitality Supervisor". If you are out, the "Hospitality Supervisor" will write down what you missed on a "While You Were Out" form and attach any papers given out on that day. These papers will be placed in the "Absent" folder next to the door. It is **your** responsibility, not the teachers, to collect this work and see that it is handed in on/before the listed due date. You have one day for every day that you were out to make up the work. All tests and quizzes should be made up within five school days.

If You Are Tardy

If you are entering the class after it has started, put your late pass on the teacher's desk, then quietly move to your desk and get to work.

When the Teacher Wants Your Attention

When I want your attention, I will:

- Stand in front of the class
- Say "Eyes on Me, Mouth Shut"
- Wait for everyone to be quiet
- Begin speaking

When You Want the Teacher's Attention

If you need to get the teacher's attention, raise your hand and patiently wait for her to respond. If she is speaking to another student/adult do not attempt to interrupt. Remember the golden rule! You would not like it if someone was interrupting while you were being talked to or being helped.

Binder

You are required to maintain a binder with five dividers for class. The following is how the binder will be organized (using dividers).

1. Important Information
2. Notes- Notebook/handouts
3. Homework/Classwork
4. Tests
5. Notebook Paper
6. Pencil pouch (to hold pencils, highlighter, erasers, Oops Cards, etc.) **{this is optional, but recommended}**

Passes

You will receive a set of 8 passes for each period at the beginning of the six weeks. These may be used for the following:

- turn in a late assignment up to two school days late with no 30 point penalty (this does not apply to projects)
- as a restroom pass (emergency situations)
- to go to office, locker, or leave the classroom for any reason
- kept until the end of the six weeks for extra credit (each pass will replace a daily grade)
 - May only be used as extra credit if **all** assignments have been turned in.

If pass is being used as restroom pass, it may not be used the first or last ten minutes of class.

Turning in Papers

Homework needs to be handed in the day it is due. In most cases, homework may be handed in ahead of time. Papers are to be placed in the correct tray with the proper heading. The "Completed Work Collector" will make sure that all papers have been turned in. Homework is considered late if it is incomplete and/or not in the teacher's hands/tray **at the start of class** (thirty points will be deducted for any late paper).

How to Set Up a Paper

Most papers that will be handed out this year will already have a heading on them. However, if you are handing in an assignment on your own paper, please adhere to the follow guidelines.

Each paper must have three things in the top left-hand corner.

1. Your first and last name
2. The date
3. The period

On the title line should be the assignment (Example: 1.1 Section Review Questions)- be sure to list all the details.

Test

Test will be taken without a book or notes unless otherwise stated. Notes and book are for studying working with prior to taking the test. If you are caught cheating you will receive a zero and that test grade will not be replaced. You will also receive detention.

Expectations for Test Taking

1. Be quiet and respectful to others
 2. Keep your eyes on your own paper
 3. Read each question thoroughly
 4. Use time wisely
 5. Always do your BEST!
- * No one will be allowed to leave the room during a test unless it is an emergency!

Grading

Several factors make up the six weeks grade in Science. In addition to daily classwork, you will have regular homework assignments, quizzes, tests, projects, and laboratory to complete. Effort and participation are very important. You are expected to be on time to class and to come prepared. The breakdown of the six weeks grades are as follows:

Tests/Quizzes/Projects	40 %
Classwork/ Homework/Participation	60 %

Using the Restroom

You have many opportunities throughout the day to use the restroom. Be sure to use the restroom **prior to coming to class**. In the case of an emergency, you may use one of your Passes (be aware that once they are gone, you will not get another set until the next six weeks begins).

Sharpening a Pencil

Please sharpen pencils before class begins. If necessary, you may sharpen your pencils during class but not while the teacher is speaking. Use your own judgment to determine a good time. Only one student at a time is allowed at the pencil sharpener.

End of Class Dismissal

1. The teacher dismisses the class, not the bell/clock. Do not start packing up your materials in anticipation of the end of class. Class is over when I say: "Have a great day!"
2. In the last five minutes of class copy tonight's homework into your Planner. If there is no homework, the board will say "NHW" and you need to copy that into your planner.
3. Gather all your materials.
4. Check your desk and surrounding areas to make sure you are not leaving anything behind.

Substitutes

- ALL classroom rules and procedures apply when a substitute is in the classroom.
- Students are expected to follow all directions given by the substitute without question.
- Students are expected to be polite and respectful to substitute at all times.
- If substitute does things differently than Mrs. Hester usually does, just go with it.
- If there is something the substitute does that makes you unhappy, deal with it. It is 45 minutes of your life- you can complain when Mrs. Hester gets back.
- Remember Mrs. Hester will be very unhappy, and not at all lenient if she gets a bad report from the substitute.

Classroom Discussions

All students are asked to participate in classroom discussions. Your teacher wants to hear what you have to say! However, please make all questions and comments relevant to the current discussion. If your question is off the topic, write it down and ask it later (we will place it on the Parking Lot to be discussed later). Students should raise their hand to volunteer an answer or ask a question. Please refrain from shouting out ideas without being called on.

If You Finish Your Work Early

If you finish your work before others are done, there are several things that you may do.

- First, check to make sure that you followed all directions and completed the entire assignment. Yes, there may be a back side to the paper!
- With permission- you may help fellow classmates.
- Review the most recent vocabulary words/study for your next test.
- Organize your Binder.
- Choose a science book from the classroom library to read.
- If allowed, start working on tonight's science homework.
- Read your book.