

CLASSROOM PROCEDURES

1. When Entering the Classroom - Enter quietly; gum goes in the garbage can by the door, sharpen pencils if necessary and go directly to your seat. Get out your planner and record today's objective and homework.

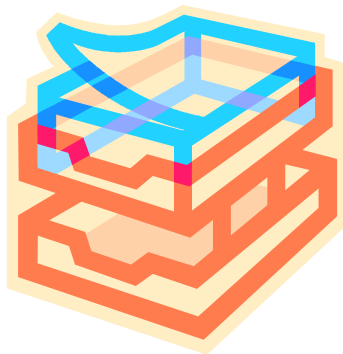


2. When the Bell Rings - Complete your planner. Check the Science Portal for upcoming events. Then take out any homework due. Open your science notebook to where we left off.



3. When Turning in Papers - The Supply Master will collect papers and place them in the in box numbered for your period.

When handouts are given please take one for any absent student at your table, write their name at the top and the Supply Master will place it in the out box numbered for your period.



4. When the Teacher Wants Your Attention - The teacher will say, "if you can hear my voice clap once". You should respond by clapping once. Eyes on the teacher, be quiet, smile and listen!



5. When Working Individually and You Need Help - Raise your hand without talking. A raised hand is not permission to talk. Wait until you are called upon.



6. When Working in Small Groups - Everyone faces the group's center, use quiet voices, and talk only to your group. Stay on task and remain in your area! If you need assistance we'll follow the 3 then 1 rule. You must discuss your question within your group first. If no one in your group can answer, then the Team Manager will raise her/his hand for assistance.



7. When the End-of-Period Bell Rings - The teacher will dismiss class by table. Your area must be clean and all materials in their proper place. When the teacher dismisses your table, stand, push in chair, and quietly exit the classroom.



8. Please don't ask PERMISSION TO LEAVE THE ROOM unless you are too ill to stay in the classroom. The time to go to the restroom, office, counselor, etc. is between classes or before or after school.

If you must use the restroom, raise your hand in a peace sign, without talking. If given permission quietly take a restroom pass and then sign-out on the clipboard. You must sign back in when you return.



9. When You Need to Sharpen Your Pencil - Raise your pencil without talking.



10. If you are tardy to class sign-in on the clipboard by the door, if you have a pass put it on the clipboard. Take your seat without talking.

