

Classroom Procedures and Expectations

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Procedures are a part of life. We follow procedures when we go to the movies, eat at a restaurant, or fly on an airplane. The reason we have procedures is 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 safer. 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. Although you may not remember them at first, please do your best to follow the procedures below. Let's all choose to have a great year!

-Mrs. Clotfelter

How to Enter the Classroom

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

Starting Class

You start the class- not the teacher! And you need to start right away!

1. Take out any homework due that day and leave it out on your desk.
2. Copy tonight's homework into your Student Agenda. If there is no homework, the board will say "NHW" and you need to copy that into your agenda.
3. Read the Standard, Essential Question and Agenda to see what you will be working on in class that day.
4. Complete the Warm Up activity on notebook paper.
5. Study your vocabulary words if you have extra time.

When the Teacher Wants Your Attention

When I want your attention, I will:

- Stand in front of the class
- Raise my hand
- 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.

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.

Using the Trash Can

If necessary, you may use the trash can 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 trash can.

Using the Bathroom

The 7th grade teachers will schedule class bathroom breaks for all students. If you have an emergency outside of the scheduled time, please approach me to make me aware of the situation. Use your own judgment to determine a good time, but not while the teacher is speaking. Only one student will be allowed out of the classroom at a time to use the bathroom. Please remember to wash your hands before returning to class.

Using Your Technology in Class

Please keep all electronic devices and accessories out of site in the class. There will be times when we will utilize technology and the teacher will allow you to use your personal devices. Playing games, messaging, placing phone calls and accessing social media sites is strictly prohibited.

If You Are Tardy

If you are entering the class after it has started, put your late pass on the teacher's counter. If you do not have a late pass, plan on explaining to your teacher what prevented you from making it to class on time.

If You Are Absent

Each class is assigned a student to act as the “Absent Buddy”. If you are out, the Absent Buddy 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 Student Pickup” tray next to the door. It is your responsibility, not the teachers, to collect this work and see that it is handed in. You have one day for every day that you were out plus one extra day to make up the work. All tests and quizzes should be made up within five school days.

Turning in Papers

Homework needs to be handed in the day it is due. In most cases, homework should not be handed in ahead of time since it may get lost and we will sometimes review the answers in class. To pass in your paper, place your paper in a stack in the middle of your groups table. The teacher, or an assigned designated student will pick up all stacks and place papers in the tray.

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 four things in the top right-hand corner.

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

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!
- Review the most recent vocabulary words.
- Organize your Science Notebook
- Start working on tonight’s science homework.

Lab Behavior

A good portion of the science curriculum involves hands-on lab activities. Appropriate behavior includes carefully reading and following all instructions, asking questions if you’re not sure about something, wearing safety glasses if indicated, and absolutely no joking or fooling around. Certain labs may involve other precautions, which I will go over with you as needed. ANY inappropriate behavior will NOT be tolerated for the safety of everyone in the room.

Classroom Action Plan

Classroom Action Plans are given to students who break classroom rules or guidelines, or who are behaving inappropriately. If you are given an Action Plan, your parent will automatically be notified:

1. Read it
2. Comment if you please and sign it
3. Give it to your teacher at the end of class.

You will then discuss the reason why you were given the Action Plan and what you are going to do to prevent that behavior from happening again.

If You Feel Sick

If you feel sick, tell your teacher. Please complete your Agenda to go to the nurse.

If the Fire Alarm Goes Off

If the fire alarm goes off, stop what you are doing immediately and quietly line up at the door. This is not the time to talk! The teacher will direct you to the nearest emergency exit. The last person out of the classroom needs to shut the door.

End of Class Dismissal

The teacher dismisses the class, not the 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!” Before you leave, take a look at the floor around you. Pick up any items on the floor (whether they belong to you or not) and throw them in the trash if necessary. Make sure to push in your chair before you leave and take ALL of your belongings with you.