**PROCEDURES/ROUTINES**

1. **Entering the Classroom**
2. Enter quietly. Talking and catching up with friends happens in the hallway before or between classes.
3. Upon entering, check the counter by the door for the day's assignment, pick up appropriate paperwork.
4. Set backpacks down by your seat.
5. Get your Science Journal from the bookshelf, sit down, and begin bell work.
6. **Science Journals**
7. Science Journals are to be kept in the classroom at all times, stacked neatly on the designated book shelf located in the far corner of the classroom.
8. Students must always set their backpacks down before getting their Science Journals.
9. The bell work assignment is to be recorded in the appropriate section of your Science Journal.
10. The Table of Contents must be kept current on the front pages of the Science Journal.
11. Each page of the Science Journal is to be used, do not skip pages unless specifically instructed to do so.
12. All students are responsible to keep their Science Journals current. If students are absent they are responsible for checking either my Science Journal (located at the front of the class) or a neighbors Science Journal to see what they've missed.
13. **Completing Bell Work**
14. The bell work assignment is to be recorded in the appropriate section of your Science Journal.
15. Write the bell work number, the date, the question, and your answer for each bell work assignment.
16. Bell work questions are numbered consecutively. If you’ve missed a bell work question due to being tardy or absent, please quickly and quietly check with a neighbor before checking my Science Journal.
17. When finished with bell work, keep journals open on your desk.
18. **Tardy**
19. Enter class quietly. Follow Procedure #1, Entering the Classroom.
20. Set tardy slip on my computer keyboard.
21. Do not interrupt the class.
22. **Absent**
23. Follow Procedure #1, Entering the Classroom.
24. Check the 'Absent' tray by the door for any missed assignments. They will have your name on them.
25. You are responsible for the bell work and journal entries for the days you've missed.
26. You are responsible to make up all classwork that you've missed during your absence.
27. All late work is to be turned in to the Late Work Tray.
28. If you've missed a test or quiz, you will have to be stamped for Real Time.
29. If the amount of missing work is excessive, you will be stamped for Real Time.
30. **Real Time**
31. Planners will be stamped for Real Time while students are working on bell work and after attendance has been taken.
32. When arriving for Real Time, enter the classroom quickly and quietly. If you making up a test, sit in Aisle 1, for independent reading, sit in Aisle 4, all other students may sit in Aisles 2 and 3 to study and for make-up work.
33. **Mondays**
34. Empty and pass out assignments from the Out-Box.
35. Check the 'no name' box for missing assignments.
36. Check your grades on Powerschool Monday night.
37. **Homebase**
38. Students in Homebase are to sit according to the seating chart.
39. Students are to be quiet and attentive during Channel One News video.
40. Mondays are for quiet independent reading, homework, or study.
41. Fridays, quiet games can be played as long as they don’t interrupt those that prefer to read.
42. **Handing in Classwork**
43. Papers are to be handed in to your left.
44. As papers are handed down the row, each person sorts the papers face up with names at top.
45. The students that are seated at the far left have the responsibility to sort the papers so that they all face the same direction and have names at the top. They are then handed to the person seated nearest the In-Box.
46. The person seated nearest the In-Box checks that all papers are turned in face up with names at top, they paperclip all the papers together and put them in the In-Box.
47. **Announcements**
48. During announcements that come over the intercom (morning announcements, Real Time announcements, or any other announcement) students are to stop ALL activity.
49. Be quiet and attentive so all can hear the announcements.
50. **Finishing work early**
51. Review journal, work on any make-up work.
52. Read a book quietly.
53. Check the Finished Early tray.
54. Raise your hand and ask, "Is there anything I can do to help you?"
55. **Pencils**
56. If you need a pencil, you may take one from the paper box at the back of the room.
57. If a pencil isn't available, you may borrow from my desk.
58. Those that borrow from my desk will be assigned a classroom task.
59. If you need to sharpen your pencil you may quietly do so using the manual pencil sharpener.
60. **Working with a Partner**
61. Students are to face each other.
62. Students are to be active listeners.
63. Both students equally participate and are equally responsible.
64. **Working in Groups of Four**
65. Students are to face each other.
66. Students are to be active listeners.
67. Both students equally participate and are equally responsible.
68. **Classroom Discussion**
69. Classroom discussion styles may vary as outlined below.
70. Casual discussions may take place by students raising their hands in turn.
71. Organized discussions may take place by going down the rows or aisles in turn.
72. When many students want to talk or share at once, I will get out ‘Bob’ for students to share in turns. Only those who are in possession of ‘Bob’ can speak.
73. **Computer Lab**
74. Enter quietly. Talking and catching up with friends happens in the hallway before or between classes.
75. Sanitize your hands.
76. Sit at an available computer and wait for instructions before touching the computer or keyboard.
77. When finished with computer assignment, students may go to Student Section and play games or see the activities that are posted on the UTIPS site.
78. **Science Lab**
    1. Enter quietly. Talking and catching up with friends happens in the hallway before or between classes.
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    3. No backpacks in the Science Lab.
    4. Science lab safety guidelines must be followed.
    5. Lab groups are to be determined prior to lab activity.
    6. Go to your designated lab station.
79. **Bathroom Use**
80. Raise your hand and have your planner open and ready to be initialed.
81. Only those with available passes to use will be allowed to use the bathroom or drinking fountain.
82. Leave your planner on the counter by the door while away from class. You may retrieve it when you return.
83. **Class Visitors**
    1. We will have visitors in our classroom.
    2. They will be introduced to you as they enter or at the beginning of class.
    3. You may say ‘hello’ to the visitor after being introduced.
    4. Visitors will usually sit in the back of the class.
    5. Continue to work as usual, giving your attention to the teacher.
    6. Be kind and respectful.
84. **Class dismissal**
85. Science Journals are to be shelved neatly on the bookshelf.
86. Supplies put away, floors clean, backpacks on, line up at back of room.
87. The teacher dismisses, not the bell.