**Science Classroom Procedures - Mrs. Traci Smith**

**Email: traci.smith@evsck12.com**

***Jets SOAR with success!***

**Expectations:**

**S- Safe Environment**

* Be in your assigned seat
* Keep your hands, feet, objects and negative comments to yourself

**O- On Task**

* Actively work on assignments in class
* If finished early, look at “What do I do Next?” poster for tasks

**A- Accountability**

* Bring charged Thinkpad, notebook, agenda book, homework, & necessary supplies every day

**R-Respect**

* Be considerate of all others’ space, bodies, and feelings in this classroom - including teacher :)

**Procedures:**

**Entering the classroom:**

1. Walk into the classroom after most of the prior class has left the room
2. Get your science notebook from the assigned crate in the back of the room.
3. Go straight to your seat and get materials situated at your seat.
4. Read the agenda board so you can properly get materials prepared for class.

**Exiting the classroom:**

1. Wait for the teacher (not the bell) to dismiss you from class.
2. Gather all your materials before leaving the room and push your chair under the desk
3. Students will be respectful and quiet during the transition in the hallway.

**Turning in papers:**

1. All papers will be turned in to the mail slots on the wall near the door

2. Place papers that are ready to be graded in the slot on left side of the row assigned to your class

3. Place unfinished papers to be held for next day in the middle slot of the row for your class

4. Walk directly back to your seat

**Restroom/Drink:**

1. Take care of this during passing period.

2. If it is an emergency, use the hallway pass in the back of the agenda book for a sign out.

* Ask permission
* Fill in the “Date” and Time out” columns, then wait for my initials.
* After I sign agenda, take it with you as your hall pass
* Only 3 sign outs per grading period are allowed, unless there is a medical excuse.

**Room Evacuation:**

1. As soon as the alarm sounds there should be minimal talking

2. Line up single-file and follow the teacher to the assigned area..

3. The last person out of the room should turn off the lights and shut the door.

4. There should be no talking until we have received the “all-clear” signal to return to class

**Thinkpad Use:**

1. Check the signal on agenda board as you enter the room\\

***RED CIRCLE = Thinkpad not needed, keep zipped in case out of the way***

***YELLOW CIRCLE + Thinkpads will be used later in class, have on your desk, but unopened***

***GREEN CIRCLE = Thinkpads are needed to start class, turn them on and login***

2. Gold and Silver level students may listen to music only at times when teacher approves.

* Must use earbuds and not disturb your neighbors
* Must be legally-obtained songs with school-appropriate lyrics

3. Games may only be played if they are approved by the teacher

* Games are only played after instruction and assignments are complete
* Sound must be turned off or students may use earbuds



**Holding Animals:**

1. Animals may not be out when there is a substitute teacher or when we are completing labs/group work

2. Ask permission BEFORE getting animals out of the cages, please do not hunt me down in hallway

3. After getting permission, carefully remove animal from aquarium and carry it directly to desk

4. Please respect the animals and your classmates and do NOT use them to scare or surprise anyone

5. If animals leave waste on desk, please discreetly get spray cleaner and paper towel to clean it up

6. After putting animal away, secure the aquarium and use 1 pump of hand sanitizer to kill bacteria

**Working in groups/labs:**

**1.**  Put all unneeded materials out of the way (to side of work space or on the window ledge)

2. Respect the opinions of everyone in the group by listening and being open-minded.

3. All members must stay on task and with group. Only leave your table/group if you need materials.

4. Listen and follow the teacher’s instructions (written or given verbally)

5. Only touch equipment after being given permission/instructions

6. Leave your work space neat & orderly for next class - wipe up spills, throw away trash, put equipment away

**REWARDS:**

* Verbal Praise
* Jet fuel
* Positive office referral
* Positive parent contact

**CONSEQUENCES** (may not follow this exact order, especially if serious problem occurs)

* Verbal correction
* Lunch detention
* Removal from class
* Parent notification (email or phone)
* After-school detention
* Office Referral