

## Classroom Procedures - Earth Science - Mrs. Krech - Room 101

1. **When Entering the Classroom** - Enter quietly. Pick up papers. Be seated and begin with F1.
2. **When the Bell Rings** - Do Bellwork (F2). Check off and date the day's Objectives on F3. Then take out homework due today.
3. **When the Teacher Wants Your Attention** - The teacher will raise her hand and/or ring a bell. Freeze. Turn to teacher. Be quiet and listen!
4. **When You Need Help** - Raise your **hand** without talking.
5. **When You Need to Sharpen Your Pencil** - Raise your **hand** and ask if this is a good time to sharpen your pencil. You may quietly get out of your seat and sharpen your pencil if this is during a work period.
6. **When Turning in Papers** - Set on top corner of desk to your left/right. When all papers have been arrived at you, place on desk to your left/right! (Do NOT hand to a person!) Student on the aisle takes all the papers to the Hand-In Box.
7. **When Working in Small Groups** - Everyone faces the group's center. Use "10 inch voices," please! Talk only to your group. Stay on task!
8. **When Playing a Pairs Game** - Begin on Teacher's Signal. Stay with your partner. Stay on task! Talk only with your partner with "10 inch voices," please! When done, turn in your paper and immediately sit down.
9. **When Playing a Team Game** - All Team Members must meet at assigned area with game pieces within one minute of Teacher Signal. Show answer when Teacher says, "Show Me the Answer." All Team Members must be facing toward the center of the group and participating to receive full points for a correct answer.
10. **When You are Absent** - Check the folders near the door. Remove all packets with your name on it. Also check the Class Agenda for the days you missed to see what activities/games you missed. Some labs will need to be made up before/after school.
11. **When Lining Up for Points** - Put your name on your paper(s) before you line up. Line up single file. Keep your hands to yourself. Line up to the left of the podium. Sit down immediately after your points are recorded. Use "10 inch voices," please!
12. **When Changing Groups** - Collect all materials. Wait for teacher signal. Move quietly to new seat. Sit down and begin work.
13. **When You Pick Up New Papers** - Keep out on your table or put in the front of your notebook until Notebook Day.
14. **When You Have a Work Period** - Talk only with your Table Partner. (Don't turn around!) Stay on task. (Don't pack up early!) You may quietly get up to sharpen your pencil. Raise your hand for help from the Teacher.
15. **When You are Taking a Test** - Eyes forward at all times. Keep body "square" to table. No talking is permitted. (Even to borrow something. Ask the teacher!) Turn your Quiz over and wait quietly. Tests may be turned in when you are finished. Walk up to the teacher with questions about the test. You **must** be sure that nothing is showing from your notebook! Cheaters get zeros!
16. **When the End-of-Period Bell Rings** - The teacher dismisses class, NOT the bell! Be sure your Pencil Box is complete. If Class Books are being used, have them stacked at top of desk with Pencil box on top. Quietly remain seated when bell rings. When teacher dismisses the class, stand, push in chair, and quietly exit the classroom. Hand the Exit Pass to the Teacher at the door.