**Welcome to Mrs. McEvoy’s Science Class!**

*Here are some simple but expected and necessary classroom procedures:*

**Procedure for entering the room:**

1. You should have all of your materials with you when you come to class.
	1. Required materials include:
		1. A writing utensil
		2. Science Notebook
		3. Binder with section for Science
		4. Student Planner
2. You are expected to enter the room calmly and quietly. You should calmly and quietly walk over to your chair and sit down. Students should then begin working on what you are supposed to “Do Now,” which is projected on the board. Students will have the first 5 minutes to complete this assignment.

**Before the Bell Rings!**

1. You are expected to be sitting in your assigned seat, with your notebook opened and working on the first assignment which will be projected on the board before the bell rings.
2. Failure to be in your seat, working on this assignment before the bell will result in a tardy!
3. Three tardies will result in a lunch detention. Any tardy after that will result in administrative detention or further consequences.

**Taking Attendance**

1. Mrs. McEvoy, or a substitute teacher when Mrs. McEvoy is absent, will take attendance while students are working on their “Do Now” assignment.

**When you are tardy:**

1. Students are tardy any time they enter the classroom after the posted time on the schedules or the bell rings.
2. If a student enters after the class is scheduled to start, they are tardy. If you are tardy, you should come in quietly and immediately put your things away, sit down in your assigned seat and begin working on the “Do Now” assignment.
	1. 3 tardies=lunch detention

**Last Few Minutes of Class**

1. Near the end of the class period, you will be asked to clean up all classroom materials, finish up your work, and sit quietly in your chair for a closing activity.
2. These last few minutes of class are valuable time for review and clarification. You will be asked to participate verbally or listen quietly to review and conclude what we did in class that day.

**Class Dismissal:**

1. You are expected to remain at your seat until I, Mrs. McEvoy or the teacher in the room if I am not available, tells you class is dismissed and you may go.
2. The TEACHER will dismiss class, not the clock or the bell.
3. Lining up in front of the door before the bell rings is a safety hazard. To prevent injuries this will NOT happen.
4. You must be sitting quietly in your chair before class will be dismissed.
5. The last period of the day will stack the chairs, after chairs are stacked students are to stand at the desk before being dismissed.

**Listening to and Responding to Questions**

1. Only the person who has been given permission may talk; you are expected to calmly and quietly listen to the person who is talking and think about what they are saying.

**Participating in Class Discussions:**

1. There will be only one person talking at a time. If you have something to add, you need to wait patiently for the speaker to finish speaking and then you may add onto the conversation.

**Behavior**

1. All of the O’Brien STEM Academy and Washoe County School District rules will be followed at all times.
2. Behavior consequence: 1st-warning, 2nd-consequence (will depend on severity but may include behavior reflection paper, removal to other classroom, detention room, or office, parent contact)
3. Your behavior determines your ability to participate in laboratory activities.

**Materials**

1. You are expected to bring a PENCIL, have your SCIENCE NOTEBOOK, and BINDER or FOLDER with a section for Science and loose-leaf paper with you EACH DAY!
2. If you do not have a pencil or paper you need to ask the people around you if you can borrow a pencil from them – BEFORE the bell rings!
3. I will also check out pencils at the beginning of class each day for students who cannot find one to borrow. Trade student ID for a pencil and we will trade back at the end of class.

**Sharpening Your Pencil**

1. All pencil sharpening needs to be completed BEFORE the start of class.
2. If your pencil breaks during class, you may raise your hand and the teacher will then either sharpen your pencil for you, ask you to wait a minute, give you a sharpened pencil, or give you permission to sharpen your pencil.

**When You Are Absent**

1. Classroom assignments for the week will be posted on Mrs. McEvoy’s website (www.mrsmcevoy.weebly.com)
2. You should also ask your lab partner what we did in our science notebooks on the day you were gone. Any information that was placed in students’ notebooks must be copied from another student before the end of the

**Coming to Attention**

1. There are several ways I may ask for your attention:
	1. I will start by counting backwards from five. By the time I get to 1 all eyes on me and quiet.

**Passes**

1. It is important to me to have you in our class, so I will not give out passes during class time.
2. Restrooms may be used during passing time.
3. Emergency passes will be given out on a case-by-case basis pending the threat of the emergency.

**When You Need Help or Conferencing**

1. I am usually available before and after school, as well as during lunch.
	1. Before or After School: please talk to me before or after class and we will make an appointment for a time we can meet.
	2. Lunch: stop by at the beginning of lunch to make sure I am there before going and getting your lunch to bring up to the classroom to eat while you work or get help.
2. I will also attempt to answer any questions you may have during independent work time.

**If You Have a Question**

1. When you have a question you should raise your hand and wait patiently for me to call on you or to help you.
2. Sometimes, if I am in the middle of explaining an assignment or topic, I will ask that you hold questions until the end of the explanation. If you think you will forget your question, please WRITE IT DOWN so you can make sure to get an answer.
3. During group time you must ask everybody in your group the question before asking me.

**Progress Reports**

1. Progress reports will be sent out once per quarter.
2. Grades will be updated in Infinite Campus weekly.

**Turning In Work**

1. The turn-in box has different slots, labeled separately for each class period.

**Getting Materials Without Disturbing Others**

1. You are expected to ask me before you leave your seat during class time.
2. Nobody should be getting materials without permission. During project work time I will specify what materials you can use, or you can always ask what I have.

**Leaving Your Seat During Class Time**

*Nobody should get up and leave their seat at any point in time during class instruction unless otherwise directed by me!*

**When You Finish Early**

You should:

* Complete other work you may have.
* Illustrate your Interactive Science Notebook.
* Read a book, magazine, etc.
* Get extra credit/extension

**Lining Up, Walking in a Line**

1. Students should be self managers.
2. Own your own actions.
3. When in a line, stand facing the front of the line with your hands to yourself, voices silent, on both feet.
4. When students walk down the hallway they should remember that their behavior in the hallway tells everyone about them as students.
5. Walk quietly, keeping your hands to yourself.

**If the Class Leaves the Room**

1. Occasionally we may leave the room together.
2. There should be absolutely no talking in the hallway! If I hear any talking or noise, we will all immediately return to the classroom and sit there for a minute of silence.
3. I will post a note on the door letting people know where we are.

**Responding to a Fire Drill**

1. There should be absolutely no talking, screaming, shouting or yelling!
2. You should silently stand up, walk calmly out the door, down the hallway, down the stairs, and out the outside door.
3. We will continue to our designated spot where we will line up together as a class.
4. Do not bring anything with you.
5. I will be the last person out of the room, to close and lock the door.
6. Be prepared to listen to and follow directions.
7. Once outside you need to stand in a line with our class so that I can take attendance – you WILL get detention if you are not lined up with our class! Any playing, or goofing around during a fire drill will get you sent to the office.

**Responding to Other Emergencies or Emergency Practice Drills**

1. There should be absolutely no talking, screaming, shouting or yelling!
2. You should be prepared to listen to and follow my directions.

**When there are visitors in the classroom:**

1. You should come in and sit in your assigned seat as usual.
2. I will introduce the visitors and explain where they are from and why they are here.
3. You are expected to treat them with respect.

**If we have a substitute teacher in the room**

1. You are expected to follow all of our classroom procedures as if I were there.
2. You are expected to treat the substitute with respect and be courteous.
3. If I come back and get a bad report from the substitute teacher, we will write apology letters to the substitute, and I will call each of your parents.

**Working Cooperatively**

1. You will be expected to work in groups during class at times.
2. There will be no changing groups if I assign you to a group, and you will need to work together.
3. I expect you to treat each of your classmates with respect.
4. You will grade each other as a group, and I will give you points for working together as a group – so it is important that each person in the group contributes and works together.

**Interactive Science Notebooks**

1. Science Notebooks are used in class almost every day for notes, observations, data recording, synthesis and reflection assignments.
2. Students are never to rip pages out of their Science Notebooks. You will need some loose-leaf binder paper that can be used for other class activities that are not done in our Science Notebooks, or to glue into your notebook if you run out of room on a page.
3. If you are absent, you are responsible for getting the notes and activities from a peer.
4. If a Science Notebook is lost, YOU must replace it and record all the information again.
5. Notebooks are graded at the end of each quarter, and account for about 50% of your grade.

**Technology in the Classroom**

1. NO Cell Phones/iPods
	1. Students will get one warning, then cell phones will be confiscated.
2. Computers or iPads (or cell phones with permission) in the classroom are for educational purposes only!

**My goal as a teacher is…**

…for each and every one of you to be **successful**.

…to teach you the **skills** to **question** the world around you scientifically, and the **background knowledge** to make **good decisions** for your future health and the good of the environment.

**My job is to prepare you for the world.**