

Welcome to the 2016-2017 Genesee STEM Academy Middle School. This year will be exciting as we integrate more STEM related activities in our new building. My name is Miss Davis and I will be teaching the math and science components for 7th and 8th grades. To ensure that our year is fantastic, classroom procedures are expected to be followed at all times.

1. **Entering the room:** Enter quietly and politely. Remove your hat if you're wearing one. Don't interrupt other students. Follow the appropriate procedures for each time of day (e.g., morning, after lunch, after a special class).
2. **Lining up:** Stand up quietly, push in your chair, and take all necessary items. Line up without touching others or talking and face the front of the line watching where you are going.
3. **Leaving the room:** Tell me where you are going. Take the correct hall pass. Do not run or play in the hallways or restrooms.
4. **Beginning the day:** Enter the room politely. Put away your backpack, lunch, and coat. Turn in your homework. Sit at your desk and begin the DO NOW activity on the board.
5. **Ending the day:** Clean off your desk. Pick up any trash within three feet of your desk. Stack your chair. Collect your mail. Wait quietly to be dismissed.
6. **Taking out/putting away/caring for supplies:** Share group supplies. Recap markers and glue. Clean all materials so that they are ready for use again.
7. **Obtaining help with assignments:** Quietly ask the students at your table for help with directions if you need it. If you are working alone, raise your hand to get help from me. If you are working with a group, ask them for help in understanding how you do the assignment.
8. **Handing in finished work/homework:** Make sure your name and the date are on your paper. Place your paper in the proper turn-in tray.
9. **What to do with unfinished work:** If I ask for work to be turned in, let me know if it isn't finished by filling out an incomplete assignment form. Work that is not asked to be turned in that day is your responsibility but do not lose it as it may be asked for at a later date!
10. **Absences:** If you are absent it is your responsibility to check the planner and get all missing work to make up. Worksheets will be in the absent folder. You will need to fill out a missing assignment form for each assignment. Students will be given two days to make up work for each day absent.

- 11. Missing/Incomplete work:** Students will need to fill out a missing/incomplete work slip for each assignment that is not turned in on its due date. Calls home about missing work will be made on Fridays. After two phone calls home for the marking period for missing work, no more will be made. However, you may check clasdojo for missing work. If you would like an email to be sent for missing assignments you can sign up on clasdojo.
- 12. Late Work:** Late work is not accepted in my classroom. Students are given sufficient time to complete assignments and are expected to come to class prepared. Students who are absent will be given two days to make up missing assignments given the day they were absent.
- 13. When and how to use the school restroom:** There will be designated cones by the classroom door. If the cone is available, place it on your desk and raise your hand. If I nod at you, quietly leave the room. Do not play in the restroom. Return to class before two minutes have passed (promptly).
- 14. When and how to use the pencil sharpener:** At the beginning of each class period, the person I've chosen to be the "Pencil Sharpener" will invite you to have him or her sharpen your pencil. If your pencil breaks during an assignment, use a community pencil. Only the "Pencil Sharpener" can run the sharpener and empty it. Returning borrowed pencils will be on the honor system but please note that the only time I will refill the community pencil jar will be the first week of the month.
- 15. Being a classroom helper and learning a classroom job:** Students will be given classroom jobs which will change the first week of the month.
- 16. Getting a tissue:** You may get a tissue whenever you need one, you don't even have to ask. Throw the used tissue away immediately, making sure it lands in the trash can. Get right back to work.
- 17. Throwing away trash:** You may throw away trash at the end of an activity or when the day is over, never during an activity. Do not play basketball with your trash and make sure all trash lands in the can. Pick up trash even if it isn't yours.
- 18. Visitors in the classroom:** When visitors enter the room, let the designated classroom "host" or "hostess" greet them. When the host or hostess rings the chimes, get ready to listen to and look at the visitor — a smile is great! When the host or hostess introduces the visitor, say, "Welcome to our class, _____"; remember, most visitors are here to watch you learn, so be ready to explain what you are working on. Treat visitors respectfully.

19. **Fire drill:** Stop everything, stand up, push in your chair, and head for the door quickly, but without running or pushing. Do not cover your ears or make any side trips. The classroom "fire chief" takes the fire drill packet and is the last one out of the classroom. Wait patiently, calmly, and quietly in line outside until we are allowed to go back to what we were doing.
20. **Signals for attention:** When I need your attention, I will say "Give me five." You are to raise your hand and close your mouths as soon as you hear the signal. That is the clue to stop what you are doing, look at me, and listen for directions.
21. **Helping other students:** In a cooperative classroom, it is good to help one another. If someone needs help with directions or reading an assignment, help him or her if you are able. If someone needs help with understanding the problem, tell him or her to ask me for help. Never put down another student who asks for help.
22. **What to do during free time:** If you finish an assignment, first work on any unfinished assignments. When you finish those, read a book, write a story, illustrate a book, make up math problems, work on a research project, peer-tutor someone who needs your help, create a song about what the class is studying, or go on one of the approved class learning websites.