Classroom Guidelines and Procedures
Ms. Downs 2021-2022
7th Grade Science

Guidelines and Expectations for the Room

Be Safe:

- Pushing, shoving, running and horseplay are strictly forbidden.
- Sit up straight in your chair, feet on the floor. Keep all four legs of the chair on the floor to prevent accidents.
- Jackets need to be worn correctly or hung on the back of your chair.
- Backpacks need to hang on the back of your chair, or underneath it. If there is an empty seat next to you, you may keep it in that seat.
- The teacher is the only person allowed to open the door unless otherwise specified.

Be Responsible

- Food, candy, and gum are not allowed in the classroom. Bottles with a screw-on lid are permitted. No open canned drinks allowed (these are the most likely to spill).
- Have your workbook and pencil out on your desk everyday. Keep unnecessary belongings in your backpack.
- Do not share pens, pencils, etc in order to stop the spread of germs. If you do not have a pencil, please ask me for a clean one.
- Electronic devices, grooming items (brush, comb, make up, lotion, picks, etc.), and other personal items are not allowed to be used in class. These items will be confiscated and returned at the end of the day. Cell phones will be turned into the office (note that smart devices will sometimes be used in the classroom for educational purposes if the student has one).

Be Respectful

- Treat each person in the room with respect and dignity
- Raise your hand for permission to speak or get out of your seat.
- Keep your hands off of anything that is not yours. This includes touching another person or their belongings.
- Do not go behind the teacher's desk or touch anything on it or the teacher's podium.
- Respect all equipment, books, and furniture in the room. Vandalism to any of these is considered a major offense and becomes the financial responsibility of the perpetrator.

Procedures

1. **Before Class**
   - Take care of your needs. This includes going to the bathroom, getting water, etc (including getting breakfast if it is before 1st period). You have 4 minutes in-between each class period. Use this time wisely. *Once you enter the room, you may not leave!*
   - Enter the room quietly.
   - Sharpen pencils.
   - If you need to borrow a pencil, let me know before the tardy bell.
   - Read the board for daily instructions or bellwork.
   - Report any vandalism on your table/chair to the teacher immediately.

2. **During Class**
   - Begin assigned work.
   - Remain in your seat until dismissed from class or unless otherwise instructed.
   - Raise your hand to speak or leave your seat (sharpen your pencil, get a tissue/hand sanitizer, or throw something away).
   - Remain quiet if another teacher, administrator, or other visitor enters the room.

3. **End of Class**
   - Wait for instructions to pack up.
   - Clean up your area. Pick up any paper or trash from the area around you.
   - Push your chair under your table as you leave.
   - The teacher, not the bell, will dismiss you.
   - Exit the classroom in an orderly fashion (I know you're excited to learn something new in your next class, but this is for your safety and the safety of others).