**Class Procedures and Expectations**

**Entering the classroom:**

1. Come to class on time and with your materials. There are no locker passes.
2. Enter quietly and fill out your Panther Planner with the information written on the board for your class period.

* If there is no homework, also write No HW in your Panther Planner.
* If there is homework, also write HW and then write the details of the homework.

1. Complete the warm up (it may be written on the board or a paper you pick up from the front counter).

**Leaving the classroom:**

1. When you are asked to clean up, get started immediately. Make sure that your area is clean, all of the lab materials have been put back where they belong, and help clean up common areas like the floor and counters. Once this is done, quietly have a seat.
2. There is a 3 minute warning bell. Do not pack up your things and turn off your brain when the bell rings. The bell is simply to let me know that it is time to wrap up the class period either with a review or with cleaning up lab.
3. Once you hear me say, “Have a good one!” you may pack up your things, push in your chair, and leave the classroom.
4. If you are the last class period of the day, I will ask you to put your chairs up on your desk. It works best if they go up sideways so they don’t fall off so easily.

**Being Absent (must do):**

1. ****When you arrive in the classroom, ask a friend in class to show you their Panther Planner. Write down what you missed and ask them for any other details.
2. Check your grade level crate by the windows for any handouts that you need.
3. Talk to me to see if you have gotten everything.
4. Fill in your Panther Planner for today and complete the warm up.

**Being Absent (can also do):**

1. Check my website (<http://mrsnicolaiscience.weebly.com>).
2. Email me ([anicolai@washoeschools.net](mailto:anicolai@washoeschools.net)).
3. Contact a friend (after school hours, please!)
4. If you know ahead of time that you will be gone, see me for makeup work before leaving.

**Classroom Behavior:**

1. Listen to all instructions and read all instructions using your full attention.
2. Be where you are supposed to be at all times, whether it is at a lab station or your seat.
3. Use classroom materials responsibly.
4. Follow instructions the first time they are given. Ask questions if you are unsure of what you are supposed to be doing.
5. Keep your hands, feet and any other body parts to yourself. Do not hide your friend’s binder, sweatshirt, etc.
6. Your phone is off unless you have permission to use it.
7. Do your own work or be a part of the team when working in a small group.
8. Keep the volume in the classroom low.
9. Be responsible for your own behavior and your own choices.
10. If you can’t say anything nice to someone, don’t say anything at all.
11. Try your best.

**If you are not understanding science, need some help, or just need to talk:**

1. ****Speak with me right away. The sooner the better. Raise your hand in

class, call me over, come up to talk with me while others are working, talk with me during passing, or make an appointment with me for lunchtime, before school, or after school.

1. Too shy? Email me ([anicolai@washoeschools.net](mailto:anicolai@washoeschools.net)).
2. Come to a study session before an upcoming test.

**Helpful tips:**

1. Check Infinite Campus regularly.
2. Keep your graded assignments to make sure they have been entered into IC correctly and for studying for the end of the year final.
3. Use my website (<http://mrsnicolaiscience.weebly.com>) to download homework, notes, etc. if needed.
4. Ask for help when you need it. Attend study sessions as they come up.
5. Follow the classroom behavior expectations so that we all have an enjoyable learning environment.

**Classroom Rules:**

1. Respect yourself, your teacher, your peers, your lab materials, the school rules, and your surroundings.
2. Be where you are supposed to be.
3. Listen to instructions the first time they are given.

**Consequences may include, but are not limited to:**

behavior reflection, removal from situation to do book work, contact with parents/guardians, detention, referral to SAC.