Mr. Hites’ Classroom Procedures & Routines

**Arriving to HR in the morning:**

* Get breakfast before coming to HR
* Use Blue Hallway stairwell
* Get out supplies needed for the day
* Put book bag & coat in cabinet
* Close cabinet
* Go to your locker
* **You may not come back to the room to go to your locker or book bag until Connections \***
* Chairs off all the desks
* Review materials needed for all classes
* Sharpen pencils
* Sit in seat, eat breakfast, talk quietly
* All food & trash off desks & floor & into trashcan
* Restroom one-at-a-time with RR Pass \*
* Stand for Pledge…..You don’t need to recite it, but be respectful
* Quiet for announcements
* 1X per week…..Tables & chairs need to be moved back in place **(lift-do not slide!)**

**Beginning class:**

* Line up beside the door (toward the stairs)
* Enter quietly when the teacher signals
* Get seated in your assigned seat before the bell rings
* Get out necessary materials (pencil, notebook, agenda, homework, etc.)
* Clear your desk of any other items (place everything else under your desk…..not in aisle)
* Sharpen your pencil if needed
* Begin working on the “Target” assignment on the board
* When finished with “Target”, note any assignments etc. on the board & write in agenda

**End of day/Last period:**

* Stack chairs on the desks (legs up/chairs together)
* Clean up all trash & sweep the floor
* Line up in back of room for dismissal to connections

1X per week, tables will be moved **(lifted, not drug)** to side & chairs stacked alternately

**During class:**

* Have all needed materials & supplies
* Listen to, & follow instructions the first time they’re given
* Stay on task
* Adjust your voice to the task
* Do your own work
* Ask for clarification or help when needed
* Complete assignments on time & hand in when due
* Raise your hand and wait to be called on
* Be respectful of others when they are speaking
* Stay in your seat unless you have permission to be out of it
* **Cell phones** away unless specifically told to use them \*
* Do not talk during instructional time
* Ask to borrow something & **return it**
* Keep the **room neat & clean**
* Keep the walk aisles clear
* Ask to use the student computer & **do** **not** remove the roller chair
* **Student chairs never leave their desk**
* No food, drinks (except water), or gum in the room
* Keep **room door closed**
* **Do not** touch or adjust fans or thermostat
* Room will be **cold**, bring a jacket or sweater if needed
* Cabinets & teacher desk area are **off-limits**
* Quiet feet & chairs………there are classes below you!

**When leaving for class change:**

* The teacher will dismiss the class, **NOT** the bell!
* Pick up all trash and dispose of in the trashcan
* **Push in chairs**
* Take all your belongings
* Wait to be dismissed
* Leave quietly & orderly
* Do NOT use RR between classes

**Procedures for Leaving the Room**

**When leaving the room:**

* Always ask permission
* One-at-a-time only
* Always sign out & back in
* Return in a reasonable amount of time or you will be asked to explain the delay
* Agendas may be signed instead of a pass (fill it out completely before asking)
* **Habitual misuse** **of this privilege will result in the loss of it**

**Restroom:** (Primary RR time is during HR, CQI, Lunch & Connections)

* Ask for permission (simply raise hand with index finger extended)
* A nod means to use the RR pass and leave the room
* Sign out \*
* Sign back in
* Return the pass to the hook
* If you are off-task, do not ask to go to the RR
* **No RR 1st & last 10 minutes of class**

**Clinic:**

* Ask permission & and state reason
* Students with daily medicine (note on file) raise hand with two fingers extended
* A nod means to use the Clinic pass and leave the room
* Sign out \*
* Sign back in
* Replace the pass

**Other requests:** Media Center, 8th grade office etc. (HR, CQI best time)

* Only ask if all work is up-to-date/completed & we are finished with class/group work
* Ask permission & state your reason
* Use the MC/Office pass
* Sign in & out \*
* Replace the pass

**Checking out:**

* Ask permission to get belongings from HR or from cabinet
* Make sure you have turned in work/gotten HW assignments or handouts
* Have teacher sign agenda for your pass to the front office
* **Remember: you are responsible for work you miss!**

**Transitions Procedures**

(Our transitions are not “silent”, but are expected to be **quiet & orderly)**

**Leaving for the next class:**

* Push in chair, clean up area, throw away trash, take all belongings
* Leave quietly when dismissed by the teacher

**Leaving for lunch:**

* When lunch is called by the teacher, line up quietly in the rear of the classroom
* When quiet, you will be sent to the hallway
* Line up in the hall by the stairs
* Maintain a quiet, single file line following line leader \*
* With permission, move line to the Blue Hall stair landing (Decision will be made to go outside or

use blue hall depending on the weather)

* **Blue Hall:** Continue quiet, single file line stopping at: Hallway next to clinic, Yellow Hall, turn left on

Yellow Hall, stop at Purple, left on Purple, stop at New Gym Hallway, RR, and at Cafe

* **Outside:** Continue to lower landing, up the outer stairs, stopping out the Band Room outside door,

When door is opened, continue to purple Hall, stopping at New Gym Hall, RR, and at Café

* We **will use the restroom by the Café** & then line up at the Café door
* We will return outside, weather permitting, around the Gym & in the back door

**Leaving for Connections:**

* When told, stack chairs on desks
* Clean up area, throw away trash
* Collect belongings
* Close cabinet
* Line up in back of room
* When ready, will move line to the hallway
* Maintain quiet, single file line following line leader \*
* With permission, move line to the Blue Hall stair landing (Decision will be made to go outside or

use blue hall depending on the weather)

* **Blue Hall:** Continue quiet, single file line stopping at: Hallway next to clinic, Yellow Hall, Green Hall,

Purple Hall; continue on to Yellow & Purple Hall Connections

* **Outside:** Continue to lower landing, up the outer stairs, stopping out the Band Room outside door,

When door is opened, continue in quiet, single file line to all connections

**Classwork Procedures**

**Science Notebook:** (Always have your science notebook for class)

* Table of contents listed on board daily, pages & assignments numbered and titled as instructed
* All “Targets”, vocabulary words, required notes, and specified assignments entered
* Notebook will be checked, for a grade, weekly or at Unit’s end
* Notebooks “may” be used on selected quizzes & tests

**Where to find assignments:**

* Daily: listed on the left side of the board
* Weekly assignments & notices/reminders: on the right side of the board
* Bell/Target assignments: Projected on the center of the board
* All assignment info will be listed on my web page in eClass, and linked to my Weebly web page

**mrhites1.weebly.com**

* Calendar, help info, resources, HW, extra practice etc. eClass>Hites………>**mrhites1.weebly.com**

**Lab work:**

* We will have frequent labs (all period) and mini-labs (partial period)
* Labs will involve 2 to 4 lab partners \*
* Tables will be completely cleared of all non-lab material during labs
* **Safety will be the #1 priority**
* Extra precautions will be taken for safety and to protect your clothing and valuables
* Playing or horsing around will **NOT** be tolerated and will be considered a major behavioral violation,

and may cause you to lose lab privileges

* Safety goggles will often be required, and aprons will be available to protect clothing
* Lab reports will be completed by **all** students for a grade
* Students will be given time to clean up & will not be dismissed until all areas are thoroughly cleaned

**Group work: \***

* Most labs will be done with your table partner (two people) or two tables (4 people)
* Group work will also take place for discussions, debating ideas, projects, and quick reviews
* When we conduct group work, you will work with who you are assigned to work with, and may earn

the privilege of choosing partners by **exhibiting mature behavior & work habits \***

* **Pair Groups** (2) will be with your table partner, unless otherwise specified
* **Quad Groups** (4) will require 1st row and 3rd row pairs to turn around and join tables in rows 2 & 4
* In order to accomplish group work, these transitions must take place quickly & quietly
* Group work will require cooperation between all students regardless of relationships
* Group grades will often be earned, so all members need to participate & contribute

**Written work:**

* Written work is expected to be neat, legible (readable), and of high quality
* Papers which are torn, messy, dirty, wrinkled, written in light colored ink, coffee stained, chewed,

on colored paper (except projects), marked up, or scratched out, will be returned to be redone

* Work is expected to be on time, when due, unless you have spoken with me about extra time
* Work which is late, will have to be turned in eventually….there are no excuses for not doing so
* Late work will need to go through the late work procedure outlined next under “Late Work”
* **First and last names will** **always be included on all work in the upper right hand corner**

**Homework/Tests/Quizzes:**

* Monday: Watch HW video on You tube…….Take notes (~1 page)
* Wed. – Thur.: HW occasionally
* **Friday: Quiz or Unit Test (every week)**
* After quizzes – movie with worksheet or free work time with music, **if earned** \*
* Notebook check on random Fridays for a grade

**Grading:**

* Unit tests have the highest value (100 points)
* Weekly quizzes are worth ¼ test grade (25 points)
* Classwork & HW will be collected each week for a weekly classwork “CW” grade (25 to 100 points)

Depending on the amount of work done that week

* Study guides complete prior to a Unit test will be worth a test grade (100 points)
* Projects will be worth 100 to 150 points (usually 1 per 9 weeks)
* Late work/missing work = NTI (not turned in) will be a “Zero” (0) in the gradebook
* Missing work due to an excused absence will be a “Zero” (0) in the gradebook until made up

**Missing, Late, & Make-up Work Procedures**

**Late work (NTI – not turned in):** (Check “no name” file if you think you turned it in)

* **All missing/late work goes into the gradebook as a “Zero” (0) until made up**
* Chronic late work will earn a phone call to parents and require an action plan to correct
* Late work can be turned into the **“Late Work File Box”** located on the studentshelf (**Follow Directions**)
* Complete the work, fill out and attach a “late work slip” (found in the box) explaining the reason the

work is late, original due date, date turned in etc., and place in the appropriate period file

* This work will be collected and graded weekly and returned the following week
* Full credit may be given or points reduced based on mitigating factors
* There will **NOT** be any work which is just never turned in
* Missing work will be done when other students are enjoying parties, free time, carnivals etc.

and other privileges may be lost until very late work is completed

* Extremely late work will lose points (up to all) based on how late it is, and how much effort was

expended by the teacher to collect the work

**Missing work due to absence: (**You are responsible for missed work)

* You will not be penalized for late work, due to an excused absence, if it is completed in a reasonable

period of time (1 – 1 ½ weeks)

* You will find an envelope with your name on it, in the late work file
* This will contain material & directions for completing the assignment
* Complete the work, fill out and attach the late work/absent form, and place in the proper period folder
* If you have any questions, start by asking the student who handles late/absentee work

**Missed quizzes or tests:** (You are responsible for making up missed quizzes & tests)

* Quiz & test materials will be found in an envelope, with your name, in the “Late Work” file
* Collect it & see the teacher for directions on when & where to take the quiz/test
* You may need to schedule time during CQI, or before school to make these up

**Retakes for tests:**

* You can retake one (1) test per 9 weeks
* Retake forms are in a folder in the missing work file
* You can also find forms online @ mrhites1.weebly.com>help>test retake
* Fill out the form and have it signed
* Return it to teacher and schedule a time to come in early (8-9 AM) to take the test
* The higher of the two scores will be taken

**Miscellaneous Procedures**

**No pencil:**

* You will receive a check on the board
* Ask Mr. Hites very nicely, and offer him your agenda to get a pencil
* Return it after class for your agenda
* 5 times and no more pencils will be offered

**Sharpening pencils:** (or looking for lead)

* To be done when you enter class or ask permission to leave your seat for this purpose

**Throwing away trash:**

* To be done at the end of class (when leaving), **not** during class

**Collecting papers:**

* Always passed from the outside to the inside across the desks
* They will be picked up by a “Collector”
* Collected papers will be placed on the shelf marked with your class period

**When you finish work early:**

* Check the board for additional assignments or HW to begin, study for upcoming quiz or test,

make sure notebook is up-to-date, check over work, read quietly

**If you have a question or wish to speak:**

* Raise your hand, palm out, and wait
* Don’t yell out, wave, or make noises…..the teacher will get to you as soon as possible
* **If it is a real emergency let the teacher know by speaking up immediately**

**Lost & Found:**

* Any items found in the room will go into the Lost & Found Box located in the back of the room
* Items left over 1 month will be moved to the Richards L & F or “recycled”

**Class mirror:**

* Mirror is for your convenience, please do not misuse it by loitering during class-time
* Use before & after class as appropriate and when needed
* If it becomes a “gathering spot”, it will be removed (Thank you for your cooperation!)

**Tutoring, extra help, make up time:**

* Wednesday mornings, starting at 8:15 you can come to the Science Classroom for help
* If you need help any other day, see Mr. Hites the day before to schedule & get a signed note
* If you show up any day, but Wed., without prior approval, you will be sent back to morning study hall

**Computer Lab:**

* Computer labs are short, you need to get right to work
* Directions will be posted and handouts distributed
* Log on and wait for specific instructions
* Keep talking to a minimum & you can use your headphones to listen to music

**Emergency procedures:**

* In all emergency situations, remain calm and quickly & quietly follow directions moving to the

appropriate location

* **Fire:** Move immediately, in a quiet, single file line out the door, to the right, down the stairs, and

outside. Then file to the left, out into the back field, line up and wait for instructions.

* **Storm/Tornado:** Take cover under tables, and wait quietly for instructions.
* **Lockdown:** Soft lockdown, lock door and stay at desks, hard lockdown, move to the front of the room,

sit quietly on the floor, with door locked & lights off.

**\***These denoteareas in which you can earn priviledges