**Procedures for Mrs. Yeager’s Science Classes**

1. Check to see if you need your device and if you need to log into to class 231 in your LanSchool. When you enter the classroom, **sit** quietly and start your bell work. The bell work will always be on the board or the T.V. with our class agenda. This is not time for chatting or walking around. Pencils should be sharpened before class starts. Be sure that your work areas are clean before you leave and be sure to log out of our classroom.

2. If you do not have the proper materials, such as a pencil, your book, and or your device, raise your hand and wait quietly. If there is a problem with your device, raise your hand. Please do not walk up to the front of the room. You should have your science book, laptop, and a pencil or pen every day.

3. If you need to use the restroom or feel ill, be sure to raise your hand and wait quietly. **You must sign-out on the form by the door**.

4. If the phone rings, if there is an announcement or **if an adult walks into the classroom**, please sit quietly and remain working. There should be no conversations.

5. When you see my hand raised and I say “eyes and ears”, please stop everything, look at me, and stay quiet.

6. If there is ever a tornado drill, quietly, in a single file line, walk next door to room 230 (Mr. Pontius’s room). Please sit at the north wall. You should stay quiet throughout the entire drill. Crouch down in the position and wait for instruction.

7. If there is a fire drill, quietly, in a single file line, walk outside using the Middle School Main (East) Doors. Wait quietly for me to take attendance.

8. Since our classroom is in the middle school, we will first be meeting in Ms. Hetterick’s room, 103, and then walking as a group to this room, 231. If you need to use the restroom, be sure to ask Ms. Hetterick or Mrs. Yeager first. Remember that on Wednesdays, we will share the passing period with the middle school students. Please refrain from socializing.

9. If you finish your work early, please utilize one of the science Apps or games that you have permission to use. You may not go to your locker or get up and walk around.

10. If you are absent, you are in charge of finding out what you missed. There is a black bin, up on a back table, where you can find the missed work. You can also check Harmony and our classroom website as our tasks will be updated weekly. If we are having papers passed out and a student is absent and sits next to you, please put their name on it and put it in the absence bin.

11. If you need to have your pencil sharpened, DO IT BEFORE CLASS!! If you need to get out of your seat for any reason, you must first raise your hand. You also need to be sure that your device is charged and plugged in. Please be sure to print off any homework assignments before class starts. Study hall would be the appropriate time.

12. All adults present in the room, whether it is me, a substitute, or a paraprofessional, should be respected at all times. Disrespect towards an adult will lead to number three of our consequences – Office with a parent and administrator meeting.

13. When you enter the room and plug in your device, be sure to log into our room number 231, in the LanSchool. You may want to bring in earbuds at different times. Check the board in case you do not need your device. At the end of class, log out of our classroom.

14. When in the lab, be sure that you keep your googles on at all times. There is to be no food or drinks in the lab. Be sure to clean up your lab space and hands before you leave the classroom. It is important that we take all steps to be safe and keep our laptops safe as well.

15. Our books will stay in the room. We will need to grab a book at the beginning of the class period and then return it at the end of the hour.