

# CLASSROOM PROCEDURES



A heart-felt and gracious hello to everyone! Welcome to eighth grade science class with Miss Starman. I am very excited to be back with the teaching staff at Broadmoor Junior High this year. My hope is to make this school year a fun experience with little to no stress involved. Please make sure to reach out if you have any questions or concerns about what is going on in class or at school. My contact information is below.

**PHONE:** (309)477-4700, extension 3119

**E-MAIL:** [stacy.starman@pekin108.org](mailto:stacy.starman@pekin108.org)

**REMIND:** See handout for your student's class(es).

**WEBSITE:** [www.sstarman.weebly.com](http://www.sstarman.weebly.com)

*I am available to take calls from 7:45 a.m. until 3:30 p.m. and emails or Remind messages up until 4:00 p.m.*

## A. Entering the Classroom

- ↪ Students should enter the room quickly and quietly.
- ↪ There are only 2 minutes to pass between classes. Use your time wisely!
- ↪ Locker trips SHOULD BE limited. Do not go to your locker at the end of every hour.

## B. Classroom Management

- ↪ Seats are assigned by the teacher, and will always be observed when there is a substitute teacher.

- ↪ Students are not to talk during morning, afternoon, or emergency announcements.
- ↪ Students may leave their seats in case of emergency, such as getting sick, bloody nose, or injury. If the student needs to leave the room for sickness, please try to let someone know where you are going, **if at all possible.**
- ↪ Students must always use a pass when leaving the room unless told otherwise or in extreme cases of emergency.
- ↪ Students need to raise their hand in order to get help from a teacher/staff.
- ↪ When working in a group, students must remain seated and must use soft voices.
- ↪ Students should listen attentively during a presentation given by the teacher, student, or other presenter without talking to and/or touching another student.
- ↪ ALL students must have their own supplies.
- ↪ Students need to sharpen their pencil(s) as they are coming into the room, when the teacher is done lecturing, when the student is working on homework, or after they have raised their hand and have asked to do so. A student is **NEVER** to get up to sharpen their pencil while someone is speaking or asking a question.
- ↪ Students should have the materials needed for morning classes (before lunch) with them after their first trip to their lockers.

Please see the section, "SUPPLIES NEEDED FOR MY CLASSROOM."

- ↪ Students will use only the computer assigned to them at the beginning of the school year unless the teacher specifies otherwise (i.e. computer problems).

### **C. Paper Work**

- ↪ There is a basket on the teacher's desk. This is where any paperwork will be handed in on a daily basis.
- ↪ It is the student's responsibility to schedule dates and times to make up tests and quizzes. This may require time spent after school.

### **D. Dismissal from Class or School**

- ↪ Students will sit silently and wait to be dismissed once the bell has rung for the next class period.
- ↪ The teacher can keep students after the bell(s) when she deems it necessary.
- ↪ Fire and disaster drills are designated on the wall by the classroom door. Students and the teacher will review and practice these procedures periodically.

### **E. Syllabus or Course Outline**

- ↪ Students will be given due dates for major assignments several weeks in advance.
- ↪ Students will also be given rubrics and/or other evaluation methods ahead of time.
- ↪ The classroom discipline plan will be handed out and reviewed in the classroom and at home.

### **F. Miscellaneous**

- ↪ Students need to turn off their cell phones and place them in their lockers before coming into the classroom.
- ↪ There is a designated place for cell phones in my classroom, in case the student forgets.
- ↪ Wireless ear buds are not to be used.
- ↪ Students must have a set of ear phones that connect to their designated Chromebook.
- ↪ No book bags or purses will be allowed into the classroom.
- ↪ NO food allowed in the science classroom.
- ↪ WATER bottles should contain water, ONLY!

### **SUPPLIES NEEDED FOR MY CLASSROOM:**

- ✓ 1 Spiral Notebooks
- ✓ 1 Folders (one will stay in classroom)
- ✓ Loose-leaf Paper
- ✓ Pencils AND Pens
- ✓ Glue Sticks
- ✓ Scissors
- ✓ Metric ruler
- ✓ COLORED PENCILS are a must!
- ✓ 3-ring binder (2" or 3") to keep organized, if possible, for all classes