

# Class Procedures- Mrs. Kaiser 7<sup>th</sup> Grade Life Science

## A Typical Science Class

The learning goals are posted on the board daily. Students should begin immediately by reading the instructions once they are seated. Usually there is a “warm up” question or problem that students think about & discuss. If homework was assigned from the last class it is reviewed or collected, then new material for the day is introduced. Students may take notes, research information, journal, or complete work individually or in groups. The longer block day periods will be used for lab activities, projects or outdoor observations. At the 7-minute bell & students are asked to record any homework in their planners each class.

## Student Preparation a.k.a. Homework

Homework in science class is often an important task that prepares students for the next class activity. It is due at the beginning of the next class. Completing this preparation is the first step to succeeding in science & participating in lab activities & performing well on tests. Occasionally “no homework” is assigned. This is official when it is written in the planner & the teacher stamp appears next to the entry.

## How to get Make up Assignments

Copies of handouts are available in the classroom in a vertical file labeled “Make up Work”. Additionally, a schedule of assignments is described in the class binder. **This is a self-serve system**; students are responsible for getting their missed assignments from these resources **immediately** upon returning to class. Students can also talk to classmates about activities missed. Every student has had a chance to write down phone numbers of classmates in their planner for this purpose. Students who miss tests or quizzes will be given an essay type take home test to be completed within deadlines stated in the Washoe County School District policy for make up work. (refer to the student handbook in the Patriot Planner).

## Quiet Signal

During class, there may be times when you are working in pairs or groups. If I need to get the class' attention, I will hold my hand up high and say “Give me five.” Once you see my hand in the air, please stop what you are doing, turn to face me, stop talking and be ready to listen for important information.



## Getting Mrs. Kaiser's Attention

The best way to get my attention is to quietly raise your hand while in your seat. Attempts to get my attention that involve loud, disruptive behavior may create a problem. So if you want to be heard, hold your hand high you'll get your say!

## Daily Required Materials to have IN CLASS

- ✓ Binder; (may be shared with another class)
- ✓ Colored pencils (12 colors)
- ✓ Pens, pencils, eraser, highlighter
- ✓ Composition Book which stays in science class
- ✓ Patriot Planner, provided by the school

These items are needed every day so that you can do your best work in class. They are your tools for learning!

## Paper Heading

All students are asked to write the same information in the upper right hand corner on every assignment. Like this:

**First Name Last Name, science period**

**Assignment Title**

**Date**

Students who neglect to write their name on an assignment will lose a few points but can recover their paper from the “**No Name**” Box. For partial credit write your name on it & turn it in to the late work basket before the end of the quarter .

## Science Assignment Organization

Students will use their composition book nearly every day in class. It should be kept in the classroom at ALL times. Students will be instructed what to write in their journal; it is for science topics only. If you take it home & lose it you will need to replace it & the information it contains. Students will also need a section in the 3 ring binder for Science. This binder can be shared with another core class. All handouts on yellow paper are skills sheets that will be kept all year. They will be 3-hole punched & should be kept in the front of this section. ALL graded papers will be kept filed in the classroom.

## Leaving Class

If you are not in class you are missing out on what we are learning. Therefore students may only leave class when it is truly necessary & with Mrs. Kaiser's permission. Passes are limited to 3 passes each quarter for Science. You must have your planner in order to use a pass. Students may not leave the class during instruction or a test. If you feel ill or have an emergency please tell me. You will not lose one of these 3 passes; I will give you a special pass.

## Substitute (a.k.a. Guest) Teachers

On days there is a guest teacher, I expect students will carry on "business as usual", treating the guest teacher with the utmost respect. I expect that when I return from my absence I will hear nothing but

wonderful reports about all of my students. Students who choose to behave in a disrespectful or disruptive manner can expect face severe consequences.

## Dismissal Procedure

Students are dismissed by the teacher, not the bell. Once the teacher sees that all students are seated, quiet & cleaned up they will be dismissed. All chairs should be pushed in when you are out of your seat. This creates a safe place to learn.

## Strategies for Success

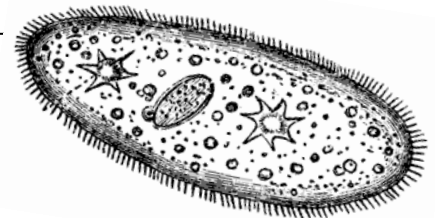
- Set aside time to study everyday, even if you don't have a specific homework assignment.
- Keep your binder & journal neat & organized.
- Sometimes two heads are better than one! Study with a friend or study buddy. Be sure to exchange phone numbers in case you get in a bind at home.
- Have a friend or adult quiz you after you have studied for a test or quiz.
- Use your Patriot Planner to keep track of assignments, test dates, grades, etc.
- Turn in all work on time & make up assignments as soon as you can. .
- Ask questions if you begin to struggle. I am happy to help you outside of class time when we can both meet. Just email me to set up a good time or stop by at lunch time.

### **CLASSROOM RULES:**

- **Be Safe**
- **Be Respectful**
- **Be Responsible**
- **Be a Problem Solver**

### **What it looks like:**

Keep aisles clear & sit properly  
Use materials for intended purpose  
Listen & follow directions  
Be kind & positive  
Treat others as you would like to be treated  
Come to class prepared to learn with appropriate materials  
Complete your own work with your best effort & turn it in on time  
Be helpful  
Be an active team member within your group





## Life Science Classroom Policies

**Teacher:** Mrs. Susan Kaiser  
**Room:** 102  
**Phone:** 689-2550  
**E-mail:** [skaiser@washoeschools.net](mailto:skaiser@washoeschools.net)  
(E-mail is the best way to contact me.)

Please review the information below so that this will be a successful year for us all! Then keep this paper at the front of your science binder section for reference during the year.

### Academic Grades

These are composed of student work in these areas: student preparation, class work, journal, projects & labs, tests & quizzes. All assignments will be recorded in the planner which should be in class daily. All of these activities combined will generate the student's grade. Grades are meant to report on each student's progress in understanding learning goals. At the same time they also help students identify areas of strength or needed improvement for future learning.

### Grade Progress

Infinite Campus is updated as grades are determined. Parents & students will be able to access student grades via the Internet at school too. Students are asked to verify the accuracy of their posted grades. If you ever have any questions about grades please E-mail me or make an appointment at lunch to talk about it. There are self-service passes available for these meetings. You may even bring a friend for moral support.

### Extra Credit

Extra credit is not available except occasionally as a bonus question on a test.

### Citizenship Grades

There are two categories: work ethic & behavior. They are determined by student's ability to follow the class rules & procedures to contribute in a way that improves the learning environment. Examples are participation, being safe, being prepared & helping clean up. A rubric for these categories is in the Patriot Planner. **Please note: students violating safety procedures will lose the lab privilege & be given written work in place of the activity & lose behavior points.**

### Breaking Classroom Rules

Please do not make a problem in class. Consequences for making a problem will be determined on an individual basis. These consequences may include: time in recovery, behavior reflection, loss of a hall pass, a call to parent, loss of lunch recess or time in restricted instruction (RI). These consequences will be reflected in the student's behavior grade.

### Tardy Policy

When the bell rings, students who are seated in the classroom are on time. Tardy students may miss instructions & can be disruptive. They will lose points in work ethic/ behavior for tardies & may need to stay in at lunch to make up missed assignments.



### Late Work Policy

Occasionally students may miss a deadline & have an assignment to turn in late. This will be reflected in work ethic citizenship. Students who are absent due to illness will lose points only if the work is not completed in a timely manner. In an effort to help students build a strong work ethic I am encouraging them to complete all work on time. This also helps them avoid being buried in work. All assignments are due at the beginning of class. If a big project will be late please let me know immediately. The work may still be accepted within a reasonable amount of time but point deductions will apply. Please inform me about family emergencies.

Please sign below that you have reviewed Mrs. Kaiser's policies & procedures. This signature counts as a work ethic grade. After the points are recorded, **this paper will be placed in the science binder for future reference for student or parent for the entire year.** *Due by Friday 9/2/11.*

Student name: \_\_\_\_

period:

Student signature:

date

Parent/Guardian name:

Parent/Guardian signature

date: \_\_