**Mrs. Kane’s Science Procedures**

**GMMS 2013-2013**

**Rules**

Be prepared for class

Actively Respect Each Other

Always Follow Procedures

Take care of your classroom and school

Procedures

**Entering the classroom:**

When you come into your science classroom, settle your bodies and voices. Move through the room carefully. Get seated BEFORE the bell, rings fill in your agenda, and start on the “DO NOW”.

**Classwork:**

We actively respect each other here, meaning we are kind and considerate. If someone is having difficulty, has been absent, or just needs a hand, HELP them! Do unto others as you would have them do unto you. Always follow procedures – be careful to leave materials alone until you have instructions from me.

**Homework:**

You will have homework 2-3 times each week. Be mindful to have it done on time, or your grade will suffer. Make sure to do your own work. You MAY do corrections to any homework during a unit, and earn some lost points back.

**Turning in work:**

There is a big red box marked “TURN IN” in the northwest corner of the classroom. Each class has it’s own folder. If you forgot to put your name on a paper, you can look in the last blue folder marked “NO NAME”. If you find your paper there, bring it to Mrs. Kane so I can grade it.

**School Webpage:**

Use my webpage!! It has lots of helpful things on it!

**Paper Heading:**

You must use the following format for heading your homework paper:

|  |  |  |
| --- | --- | --- |
| Nancy Garr  Hwk. Title Your Info. Aug. 5th  3rd hour    Birth of Stars Story – Rough Draft | | |
|  |  |  |
|  |  |  |

**Taking Notes:**

You will learn many different ways to take notes. When I write on the board, YOU write in your notebook!!! I will check your notebook for neat and complete notes.

**Getting my Attention:**

You may raise your hand if you need help. I will show you that I see that you need help and will get to you as soon as I can. If I am busy with other students, please be patient and CONTINUE TO WORK on other parts of your assignment until I can get to you.

**Getting YOUR Attention:**

I will simply raise my hand and say “high five”. You will raise your hand as quickly as possible and quite yourself. This should take less than 3 seconds. We will practice this as it is a very important skill!

**Late Work:**

Late work is a bad habit, but I know that sometimes it happens. I will accept late work up to 5 days late. You will loose 10% on the score for every day it is late. We will work hard on making good habits this year. Come to me *ahead of time* if you need extra time.

**When you are done with classwork or a test:**

Please plan to be a peer helper when you are finished. Other students will benefit from your respectful help. This is not a time to visit socially, but to visit as a helpful scientist.

**Contacting Me:**

I love to communicate with you and your families! Please send me your emails at [maggie.kane@prescottschools.com](mailto:maggie.kane@prescottschools.com) . This is the BEST way to communicate.

You may also call me at (928)717-3254 x304, although I do not pick up during the school day, so you will have to leave a message for me.

I do my very best to respond to any communication within 24 hours.