



Classroom Procedures

Before Class Begins

1. Line up silently, against the wall in the hallway.
2. Wait for the current class to exit before entering the classroom.

Before Class Begins

1. Check the To-Do List to see what materials you will need. Keep only those materials at your desk. Put your backpack neatly on the shelf.
2. Write down all homework assignments in your agenda. If there is none, write “No Homework”.
3. Sharpen pencils before class starts.

When The Teacher Needs Your Attention

1. Look for the “Give Me Five” hand signal. Put your hand up and get quiet.
2. Give your full attention to Ms. Anderson and listen carefully for directions.

When You Need Ms. Anderson's Attention

1. To ask a question during a lesson, raise your hand. During independent work time, feel free to ask questions as needed.

Bathroom/Water Procedures

1. To use the restroom, raise your hand. Once given permission, take the bathroom pass and go quietly. Please wait until the lesson is finished unless it is truly an emergency.
2. Please bring a water bottle with a tight fitting lid from home daily to avoid unnecessary disruptions.

Sharpening Pencils

1. Please do not sharpen pencils (using the electric pencil sharpener) during instruction. You may use your handheld as needed. Pencils may be sharpened before class or during independent/group work. During these times you do not need to ask permission.
2. Pencils that are found on the ground will be placed in the bucket on the "student desk". These are free to use when needed.

Completed Assignments

1. The majority of Science assignments will be completed digitally using Canvas and Notability. Please double check that assignments are submitted properly.

Student Supplies

1. Scissors, rulers, glue, markers, dry erase markers, colored pencils, calculators and other supplies are located in the cabinet marked “Student Supplies”. You are free to get these as you need them. Please make sure they are put back in their proper location when you are finished with them.
2. If you do not have a pencil or paper, check the “student table” to see if there are extras. If not, you will need to borrow from a classmate. Write a note in your agenda to remind you to restock your backpack.

Make-Up Work

1. It is your responsibility to ask for make-up work when you have been absent, your teacher will not remind you.
2. Please email Ms. Anderson to request make-up work. Include all dates you were absent in the email.

Clean Up/Pack Up

1. Do not pack-up until instructed to do so.
2. Clean up your area and return any items to the proper location. This is especially important during labs. Listen carefully for instructions when it is time to clean up.

3. Remove personal items from table cubby. Retrieve backpack and be ready for the next class.

Class Dismissal/Exiting the Room

1. Line up silently at the door.
2. Wait until Ms. Anderson dismisses you and directs you to your next class. The clock does not end the class, the teacher does.



3. Go directly to your next class.

Contacting Ms. Anderson

Email Ms. Anderson with questions jodyanderson@mckeelschools.com. I usually check email until about 7:30 each night and can assist you with issues that arise. Students are responsible for emailing with questions about homework, not your parents.

Assignments/Announcements

Information will be shared a variety of ways.

1. Basic information can be found on my website at www.southmckeel.com
2. Detailed assignments, rubrics, etc. will be shared on

Canvas. Most assignments will be done online or turned in to Canvas as well.

3. For reminders and updates, encourage your parents to join our class Facebook group.