

Mr. Hanna's Classroom Procedures

How do I enter the classroom at the beginning of class?

1. Enter the classroom...
 - a. quietly and on time.
 - i. Go directly to your seat. If you left your notebook in the classroom, get your notebook on the way to your seat.
 - ii. If you are not in your seat working on bellwork when the tardy bell rings, you will be considered unprepared for class and may be issued a tardy.
 - b. with all necessary materials.
 - i. You will need to bring your science notebook and planner to class every day! If you like, you may choose to leave your notebook on the shelf in the back of the room.
 - ii. Sharpen your pencil before the bell rings! If you need paper, borrow some before the bell rings.
 - c. Begin immediately on bellwork.
 - i. Do not wait on the bell! Do not stand and talk to other students!
 - ii. Write the assignment for the day in your planner. The assignment and homework for the day will be found on the "Daily Agenda Board" at the front of the room.
 - iii. Bellwork (or other instructions) will always be posted on the front board.
 - iv. Use the bellwork handout provided by Mr. Hanna in your notebook.
 - v. Remain quiet until the class is addressed by Mr. Hanna. Avoid discussing bellwork (or other stuff) with other students...the class should be silent during bellwork time.

How do I leave the classroom at the end of class?

1. Leave the classroom...
 - a. at Mr. Hanna's signal.
 - i. The bell does not dismiss you! Your behavior prompts Mr. Hanna to dismiss you.
 - ii. Do not pack up your belongings until told to do so by Mr. Hanna.
 - b. calmly and quietly.
 - i. Once dismissed, push your chair in and calmly exit one at a time.
 - ii. If you are in the final class period of the day, put your chair on the table (upside down).

What do I do when I'm finished with my work?

1. Remain quiet.
2. Work on something by yourself at your desk.
 - a. Finish your science work first; then work on other assignments.
 - b. Read, write, draw, study, take a nap, etc... (notice these are all quiet!)

What do I do if I need to sharpen my pencil/hole-punch my paper/borrow a ruler or calculator/etc...?

1. Wait for an appropriate time
 - a. NOT during instructions!
2. There is a section of the counter top near the sink by Mr. Hanna's desk that is identified by white tape. Students may use any of the resources within that tape. They include a pencil sharpener, extra pencils/pens/erasers, highlighters, glue sticks, rulers, sticky notes, calculators, a stapler, and a 3-hole punch.
3. Return the item to the appropriate place when you are finished using it!

How do I get Mr. Hanna's attention?

1. For a science-related question ...
 - a. Wait for an appropriate time to ask.
 - i. after Mr. Hanna is done explaining or has asked if there are questions.
 - b. Raise your hand high. Remain quiet until acknowledged.
 - i. Do not jump up and down in your seat or make noises to draw attention.
 - ii. If Mr. Hanna doesn't acknowledge you after a little time, quietly walk over to him and wait to be acknowledged.
2. For a restroom/water/other pass...

- a. Wait for an appropriate time.
 - i. after instruction
- b. Fill out a pass in your planner.
 - i. 3 per nine weeks
 - ii. Fill in all information prior to going to Mr. Hanna
- c. Quietly bring it to Mr. Hanna to initial.
 - i. Do not announce to the class you are going to the restroom.

What do I do when Mr. Hanna asks for my attention?

1. Free your hands and show eye contact.
 - a. This shows attention.
2. Pause your own conversations; do not talk over Mr. Hanna.
 - a. This shows respect.

What do I do when I am absent and I miss Mr. Hanna's class?

1. Check the science calendar on Mr. Hanna's website. (<http://www.inetteacher.com/teacher/102753>)
 - a. If possible, complete the assignment at home.
2. When you return...
 - a. If you haven't already gotten the assignment, check the "Planner Board" at the back of the room. Any handouts/worksheets can be found in the "make-up work" folders under the flag at the back of the room.
 - b. If you are "lost", ask a classmate about the work you missed.
 - c. If you're still "lost" after asking a friend, ask Mr. Hanna at an appropriate time.
3. You have two days to complete a missed assignment or make-up a quiz/test.
 - a. If you miss a quiz, test, or assignment, it is YOUR responsibility to make it up! Work that is not made up will result in a zero!

What do I do if I break a rule or procedure and am asked to write in the discipline log?

1. Do not argue with Mr. Hanna; this will only make things worse!
2. Quietly go to the discipline log binder (at the front of the room by the lab table) and find the tab for your class period. Open to your own page and record your offense and the date.
3. Take the binder to Mr. Hanna. Wait for him to initial. If it is your 2nd or 3rd minor offense of the 9 weeks, you will be asked to call a parent. The 3rd and subsequent minor offenses will result in an office referral.
4. Once Mr. Hanna has initialed the discipline log, return it to the appropriate place and return to your seat quietly without causing any further disruption.
5. Serious offenses will result in immediate referral.

What do I do when I check my grades and find a zero for an assignment I completed and turned in?

1. Check the "No-Name Papers" box located beside the Discipline Log.
 - a. If your paper is there, put your name on it and show it to Mr. Hanna.
2. Check your notebook.
 - a. If your paper is there, show it to Mr. Hanna.
3. Be nice about it...mistakes happen!

What can I do to bring up a low test grade?

1. Low test grades may be brought up by re-taking the test.
 - a. You will have ONE opportunity to re-take a test. Inform Mr. Hanna of your intention to re-take the test and schedule a time within two weeks of receiving your initial grade.
 - b. Re-take grades may be "capped".
 - i. You'll get one "freebie" where the retake grade will replace the original grade.
 - ii. All other retake grades that 9-weeks are capped either at 70% or the next highest letter grade.
2. Lab Reports may be re-submitted after receiving teacher feedback. Your paper will be re-graded and your final grade will reflect the higher of the two grades.