

**JOEL P. JENSEN**  
**7th and 8<sup>th</sup> Grade Integrated Science Classes**

**Instructor: Mr. Richard Teece**

**Email: [Richard.teece@jordan.k12.ut.us](mailto:Richard.teece@jordan.k12.ut.us)**

**Phone: 801.891.271 (cell) 801.412.2850 (School)**

**Item Needed for Class:**

1. Composition book to take notes.
2. Three Ring Binder or folder to hold all loose papers.
3. Planner
4. Writing Instrument
5. A willingness to think and learn.

**Beginning Classroom procedures**

1. Enter class quietly.
2. Pull out starter and find the word of the day and mark on starter page.
3. Copy starter question from board and answer question.
4. Prepare for 1 minute science
5. Follow instructions on agenda.

**1 Minute Science Procedures**

1. Students will rotate based upon number of students in class
2. Each student will be assigned one day to present
3. Students will present a scientific based report for 1-2 minutes.
4. Student will hand in a 1 paragraph report of at least 5 sentences about their topic.

**Desk arrangements for activities procedures.**

1. Students will arrange desks according to the instructions set forth below.
2. Students will place books and bags on the edges of the room based upon seating chart.
3. Students will place chairs away from tables
4. Tables will be pushed or pulled safely to the proper position.
5. Chairs will be placed according to position.
6. Students will gather bags from edges of the room
7. Students will sit until further instructed.
8. Process should take 10 seconds or less.

**On time Paperwork procedures**

1. Students will place their name in the top right hand corner of the papers.
2. Students name will be their first name and last name
3. Students will write their name so teacher can easily read it.
4. Students will place the class period below their name in this fashion "period \_\_\_\_"
5. Students will place papers in the baskets located in the front corner of the room opposite of teacher's desk.
6. Baskets are labeled according to the periods of the class.

**Late paperwork Procedures**

1. Students will place their name in the top right hand corner of the papers.
2. Students name will be their first name and last name

3. Students will write their name so teacher can easily read it.
4. Students will place the class period below their name in this fashion "period \_\_\_\_"
5. Students will staple a late pass to the paper on the top left hand corner of the paper.
6. Students will place papers in the baskets located in the front corner of the room opposite of teacher's desk.
7. Place in the baskets labeled LATE WORK.

#### **ABSENT DAYS procedures.**

1. It is the students responsibility to gather late work missed during and excused or unexcused absence.
2. Check board for assignments given
3. Check with other students for any work or notes missed.
4. Go to either green or white crates in front corner of the room opposite of Teachers desk and gather all documents needed to complete the assignment.

#### **If the due date has passed for the assignment.**

5. Fill out an absent flag paper including dates and reasons why absent.
6. Staple to the top left hand corner of assignment
7. Get initials from teacher.
8. Hand assignment in late work box.

#### **Group Work**

##### **2 person groups / lab partnerships**

1. Students will be assigned group work according to the clock method.
2. Students will be chose 12 pairing groups in which they and one other person are considered a group.
3. Students will use a clock and will fill in the other person's name at each number.
4. Students will then verify their name is placed in the other students same number on their clock.
5. Students may not use the same person again on the clock.
6. Students will fill in all the numbers with partners until such time as all numbers are filled.
7. Occasionally, a pairing may get broken due to conflict of lack of work. The teacher will then chose who the pairing will be with.

##### **3 Person Groups**

1. Three person groups will be held at semi random groupings or by student choice.
2. Conflicts and groupings will be subject to teacher approval if chosen by students.

#### **My Action Plan**

1. Student will fill out My Action Plan with complete sentences and descriptors of actions.
2. Students will return My Action Plan to teacher and after class.
3. Student will discuss My Action Plan and agree with teacher on consequences.
4. It will be the student's responsibility to speak with teacher
5. Failure to turn in My Action Plan will result in a parent teacher confreance.
6. Teacher will copy My Action Plan and return to student with a return date on top.
7. Student will take it home and have a parent discuss corrective actions and return to teacher.
8. Teacher will place in file My Action Plan.

# Classroom Rules.

Rule	Consequence	Benefit
1. Be on time.	Consequence 1 <sup>st</sup> and 2 <sup>nd</sup> offence Tardy 3 or more will result In a lower citizenship and My Action Plan signing a 5 or more will result in A Parent Teacher Conference and possible Referral.	Benefit Starts class in good frame of mind. Ready to learn.
2. Be prepared	Warning 1 <sup>st</sup> offence 2 <sup>nd</sup> offence note/ 3 <sup>rd</sup> Offence signing a My Action Plan 5 or more will result in a Parent Teacher Conference and possible Referral.	Start class in good frame of mind. Ready to learn.
3. Be Nice/Respectful	Warning 1 <sup>st</sup> offence 2 <sup>nd</sup> offence note/ Email sent home. 3 <sup>rd</sup> Offence signing a My Action Plan 5 or more will result in a Parent Teacher Conference and possible Referral.	Promotes class cooperation between students for a win win for all participants
4. Be Prepared	Warning for 1 <sup>st</sup> and 2 <sup>nd</sup> Offence. 3 <sup>rd</sup> Offence signing a My Action Plan 5 <sup>th</sup> or more will result in a parent Teacher Conference.	Homework and class work will be maximized and have the greatest ability to nurture the education and growth of the student.
5. Think before you speak/ write	Warning for 1 <sup>st</sup> and 2 <sup>nd</sup> Offence. 3 <sup>rd</sup> Offence signing a My Action Plan 5 <sup>th</sup> or more will result in a parent Teacher Conference.	Gives student time to process answers that will be meaningful and appropriate to the subject, discussions and written work.

Mr. Teece

I am the parent or guardians of the student listed below and have read and understand all of the classroom procedures and rules listed above. I have had the opportunity to contact you and have all of my questions answered and understand that my student will be held to these standards in your class. I have also discussed with my student and verified they understand the rules and procedures.

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Student Name	Signature	Date
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Parent / Guardian Name	Signature	Date
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I have discussed the all of the Procedures and rules listed above in class and have answered any of the parents / guardians questions they have contacted me with. I agree that this will be the standard to which the student is held in my classroom.

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Mr. Richard Teece	Signature	Date
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