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**Using Computers**

Computers may only be used when permission is given by the teacher.

Only go to sites directly related to what you are supposed to be researching/doing. Any inappropriate use of computers will result in loss of privileges.

No food or drink near computers at any time.

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**When You Leave Class**

Your teacher dismisses you – not the bell. Do not pack up early.

When you have been dismissed, take all of your belongings with you and tuck in your chair.



**Sharpening Your Pencil**

Sharpen your pencil(s) at the beginning of class.

You should have a pencil pouch in the front of your binder with a few backup pencils that are ready to go in case one breaks.

Getting up while the teacher is teaching is a distraction to others.

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**When You Have a Question**

Raise your hand. Do NOT shout out or interrupt.

Wait for the teacher to come to you or call you to the front.

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**Taking a Test**

Face forward and keep your eyes on your own paper.

No talking is permitted. (Even to borrow something. Ask the teacher!)

Tests may be turned in to Einstein when you are finished.

You must be sure that nothing is showing from your notebook!

Cheaters get zeros!

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**When You Enter Class**

Sit in your seat and pull out your science binder and any assignments that are due.

Copy the Daily Agenda into your HAB.

Complete the warm-up on the board if there is one, and remain seated until the teacher begins class.

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**When You Are Absent**

Check in the Absent Work binder to get any papers that are in there with your name on them.

\*\* It is YOUR responsibility to get your missing work and turn it in on time. \*\*

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**Working in Groups**

Keep your focus on the task at hand and only talk with your group.

Do not let others do your share of the work for you. Do your part and cooperate with your group.

Use “10-inch” voices

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**Turning In Papers**

Turn in papers that show your BEST effort.

Make sure your name, date and class period are in the top right corner of your paper.

Pass your papers to the inside of the isle, where they will be collected.

Assignments are due at the beginning of class and are late if turned in after that.

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**Using the Class Library**

The books on the shelves are for your use ONLY when the teacher has given permission.

Take only one book at a time, and treat them with respect. These are the teacher’s personal books!

Replace each book on the shelf carefully, with the binding facing out. Books must stay in the classroom.

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**Using the**

**Bathroom**

Bathroom breaks must be taken between classes.

In the rare case of an emergency, raise your hand and ask permission from the teacher.

Take out your “Gotta Go Now” Pass for the teacher to sign, and then sign the clipboard when you leave and return.