

# Seating Charts & Sub Notes

# Things to Know

## Regular Schedule

HRM	8:00	8:22	Tech Time
1 <sup>st</sup>	8:22	9:08	8 <sup>th</sup> Grade Science
2 <sup>nd</sup>	9:10	9:54	Planning
3 <sup>rd</sup>	9:56	10:40	5 & 6 Tech/Office
4 <sup>th</sup>	10:42	11:26	8 <sup>th</sup> Grade Science
5 <sup>th</sup>	11:28	11:58	Lunch
6 <sup>th</sup>	12:00	12:44	8 <sup>th</sup> Grade Science
7 <sup>th</sup>	12:46	1:30	5 & 6 Tech /Office
8 <sup>th</sup>	1:32	2:16	8 <sup>th</sup> Grade Science
9 <sup>th</sup>	2:18	3:02	8 <sup>th</sup> Forensic Science

### NOTES:

- Record the names of absent students in my agenda. Attendance needs to be sent to the office at the beginning of 6<sup>th</sup> hour and 9<sup>th</sup> hour.
- Dismiss 4<sup>th</sup> Hour students at 11:24 PM for lunch on Monday, Wednesday, & Friday.
- 9<sup>th</sup> Hour students will need to put up their chairs at the end of the day.

**Need help?** Check with Mrs. Lindsey next door or the nice office ladies!

**Problems with a student?** Leave me a note and I will discuss it with the student!

*Mrs. Tracy Trimpe*

*8<sup>th</sup> Grade Science & Forensic Science*

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My Website: <http://sciencespot.net/>

School Website: <http://mason.k12.il.us/havanajh/>

### Attendance

- Please write the names of absent students for each hour in my agenda – located on the front counter by my chair.
- You only need to report attendance to the office for 6<sup>th</sup> and 9<sup>th</sup> hours. Send a list of absent students to the office with one of the helpers (listed on chalkboard) at the start of these periods.

### Pass Procedure

- Students must ask permission before they are allowed to use a pass to go to the restroom, office, or library AND must have their agenda to sign. No agenda = no pass! NO PASSES to the lockers are allowed during classes or between periods!
- I usually allow students to use a pass whenever needed as long as they don't abuse the privilege. Students are not allowed to go during instruction or lab time and must have been participating in class (doing their work and not goofing around.)

### Absent Students

- Write the names of absent students on any worksheets or other pages assigned and place in the correct folder in the **Make-up Work To Do** bin. All make-up work to grade must go in the **Make-up Work To Grade** bin.
- Any student who has been absent should check the **Make-up Work To Do** bin. Quizzes and tests should be left in the class folder and must be done with me during class or study hall. NOTE: Make-up work bins for the Tech Skills classes are on top of the tall filing cabinet in the computer lab.

### Class Helpers

- See the list of class helpers on the chalkboard. The helpers collect and pass out assignments as well as other jobs that need to be done during lab days.
- The helpers may also run errands if you need something taken to or picked up from the office, library, or other teacher.

### Puzzle Corner

- If students finish an assignment early, they may ask permission to get a puzzle or game from the black bins on the back counter.
- I usually only allow students to play one of the card games or try the marble maze on special occasions. They tend to be a bit louder when working together and I limit it to times when everyone is done with their work.

## Important Stuff You May Need

### Teacher's Desk

- Agenda/Assignment Book – Record the names of absent students for each class.
- Lesson Plan Book & Grade Book – Top bin on desk
- Answer Keys – Located in second bin on desk
- Copies of Worksheets – Look in the upright wire bins on filing cabinet by the teacher's desk
- Emergency Sub Plans (Science) – Look on the first shelf of the wire bins. You may need to copy the worksheets that go with the magazine. Be sure to collect magazines and worksheets at the end of each hour!

### Small Bookcase by Window

- Teacher's Editions (may also be on overhead cart)
- Current Unit Binder (w/ notes and master worksheets)
- Black Book – School related information

### Under the Periodic Table

- Supplies – Glue, scissors, crayons, etc. in the left wooden cabinet
- Calculators – Yellow containers – For use in my room only!
- Pencil Pot – Extra pencils/pens (I do not loan my pencils/pens!)
- Make-up Work Bins – On the wall
- Papers to Hand Back – Located in tall stack of black bins

### By the Classroom Door

- Bins for handing in regular work – One for each hour
- Extra Paper – lined and blank – Bottom bin
- Fire/Tornado Drill information is posted near the extinguisher
- Hall Passes (gears) by the light switch – Students need to have their agenda signed. No agenda = no pass!

### Other ...

- Generic Kleenex (toilet paper) – on the side wall by sinks
- Emergency Button – White button under the clock; use to call the office if you have an emergency
- Overheads – Look in folders on overhead cart
- Reference books & loan texts – Library Corner at the back of the room. All materials must be returned at the end of the hour.
- Classroom Helpers – See the list on the chalkboard.
- SmartBoard – Hooked up to the computer on the teacher's desk; use the remote to turn on the projector to use the SmartBoard.

## Mrs. T's Class Rules

### Be Prepared

- Bring materials to class – book, pencil, pen, and science folder with notes and homework!
- Complete homework before it is time for class.
- Study every night to be ready for quizzes and tests.

### Be Prompt

- Hand in all work on time.
- Be in class and ready to go by the second bell.
- Makeup missed work as soon as possible (allowed 2 days)

### Be Polite

- Keep quiet when you are supposed to be listening or working.
- Don't borrow anyone else's stuff without asking – this includes the teacher's things!
- No name calling.
- No gossiping.

### Be Honest

- Do your own work on all homework, quizzes, and tests.
- Tell the truth.

### Detention Policy:

- Failure to follow these rules will result in a verbal warning. Repeated offenses will result in detentions.
- Detentions may be served Monday – Thursday from 3:15-3:45. You must bring work to do or a book to read and arrange your own ride home.

## Mrs. T's Grading Policy

### Grading Scale

90-100 A    80-89 B    70-79 C    60-69 D    Below 59 F

### How are grades calculated?

Grades are based on total points. Assignments, quizzes, notes, & tests are worth 100 points each. Homework counts as 1 grade, quizzes and notes count as 2 grades, and tests/project grades count as 3 grades.

### Late Work Policy

If a student forgets an assignment at home, leaves it in their locker, or just doesn't do it at all, he/she will receive a zero for that assignment. The student may earn full credit for the assignment by serving a 30-minute "late work" detention and is allowed 5 late work detentions each quarter. The student may serve additional detentions, but will only receive half credit on those assignments.