Procedures

1. **Entering the classroom**
	1. Greet Mr. Marosy politely at the door upon entering the classroom.
	2. Pick up any materials from the front of the classroom (if applicable). If you were absent the day before, retrieve any materials from the Missed Work Folder.
	3. Silently proceed to your assigned seat and sit down.
	4. Silently take out your EES binder, a pencil or black-ink pen, and make sure all book bags are placed on the floor underneath your chair or lab table.
	5. Silently begin working on your Do Now; you will have 5 minutes to complete the Do Now activity.
2. **During instruction:**
	1. Have binders open, on desk, and open to the correct section. Have a writing utensil on your desk or hand.
	2. Actively take notes. Write down key points, ideas, and any questions that you have.
	3. Keep heads up and off the desk at all times. Your eyes should either be on Mr. Marosy or the front of the room.
	4. Remain silent unless instructed to answer a question or talk with a partner/group. This is part of your participation grade.
3. **Group work:**
	1. Work collaboratively with your group members. This means that you are talking to your group members, actively contributing to the group, and each completing the entire activity.
4. **Individual classwork:**
	1. Remain in your seat and silently and independently complete the assignment.
	2. Raise your hand if you have any questions.
5. **Exiting the classroom:**
	1. Clean your desk area.
	2. Return all materials to the appropriate place (if necessary).
	3. Wait until you are dismissed by Mr. Marosy to exit the classroom.