

Classroom Procedures and Expectations

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Procedures are a part of life. We have procedures so people can function in a society knowing the right way to do things. IMAGINE what would happen if people did not use follow the procedure at red lights! We follow procedures even when we go to the movies. This classroom has its own set of procedures.

1. Entering the classroom:

There is a table by the door that you will see when you walk in. If there are papers on it, you NEED those papers. Grab it as you enter before you sit down! You can expect to get your Do Now sheets for the week from here every Monday.

2. Getting/Returning Chromebooks:

You will be using Chromebooks A LOT this year. You will have an assigned computer. On days that you need your Chromebook (you will know when you need it), treat it carefully and respectfully. This is one of the more important resources you share with other classes!

- a. Only take your assigned Chromebook
- b. Always put it back on the right shelf and plug it in at the end of class.

3. Starting Class - 3 minutes:

When you enter the classroom you will ALWAYS see a Do Now on the board. Do Nows are due every Friday so you will have one sheet with all five days of the week on it to write the Do Now. You will have 3 minutes to complete this Do Now every day. You will know you received credit by your teacher drawing a star on your paper. You will NOT receive a star if the Do Now is not done in these three minutes. If you are absent, you did miss a Do Now and will need to make it up. You will find previous Do Nows on the whiteboard. You will also have a class folder that you will need to retrieve during these 3 minutes stores on the bookshelf by the door.

4. Classroom Expectations During Class:

- a. Prompt
Be on time. Students not in their seats when the bell rings will be counted tardy. If the door is closed, you will be sent to ISS.
- b. Prepared
Show up mentally and physically! Be prepared with text, school supplies, homework, etc. every day. Take care of personal business between classes.
- c. Polite
Treat others with respect and dignity.
- d. PMA
Positive Mental Attitude
- e. Participate
Join in with the group. Listen actively: take notes, highlight, underline, circle, participate!
- f. Produce
Complete assignments in and out of class. Do your best!

5. Classroom Consequences:

Failure to meet classroom expectations will result in the following:

- a. 1st Offense: Warning
- b. 2nd Offense: Warning/Hall Conference
- c. 3rd Offense: Referral

6. Late, Missing, or Incomplete Assignments:

Students have one calendar week past the hard deadline to complete any missing assignment. After one week the assignment will not be accepted, which will result in an F. Late assignments will have 5 points deducted each day it is late. After one week past the deadline, the assignment will no longer be accepted. You can obtain your missing work from the folders located by the classroom folder shelf.

7. If You Are Tardy:

Tardiness is not acceptable in this class. If you are late, to enter the classroom you need a pass from a teacher or counselor. Emails are acceptable too. Without a pass and the door is closed, you will be sent to ISS. With a pass, come in and gather all your materials quietly so it does not disrupt the rest of the class.

8. Using the Bathroom/Getting a Drink:

Students must ask permission to go to the bathroom or get a drink. You may not ask during direct instruction time (while the teacher is talking) unless it is an absolute emergency. The first ten minutes of class is important to get the Do Now done and receive instructions for the day. Because of this, do NOT ask to leave the classroom for the first ten minutes of class. Additionally, the last ten minutes of class time are imperative. Do NOT ask to leave the classroom for the last ten minutes of class. When you receive permission to leave, you must sign out on the clipboard in my desk. Bathroom privileges may be restricted if abused.

9. Grades:

I will provide grade reports every Friday so you can see where you're at weekly.

10. If the Fire Alarm Goes Off:

If the fire alarm goes off, stop what you are doing immediately and quietly line up at the door. This is not time to talk! Follow the teacher to meet at the designated safe spot.

11. Electronic Devices Policy:

My expectation is that when you are in the classroom ALL electronic distractions, including cell phones, will be put away and turned off or on silent. Do not let your cell phone or any other devices become the reason you are not learning. You are responsible for your own learning!

If you are distracted during instructional time due to electronics, you will receive your first warning. If you become distracted again, you will receive your final warning. After this, you choosing to accept the consequences associated.

12. End of Class:

I will let you know when it's time to pack up your materials. As you leave the class, return your class folder neatly to the shelf labeled with your period.

13. Instructional Time:

Instructional time is when your teacher is talking. Do NOT have side conversations during this time. You will miss important information!