



Class Procedures/Routines

In order to make our class more time efficient and predictable, I have provided class procedures that you will implement. By following these procedures, ***I can assure you that we will have a very organized and efficient classroom.***

☺ **Beginning of Class Routine: Entering the Classroom**

Students are expected to enter the room quickly and quietly. No one but the students assigned to the class at that time are allowed in our classroom. Friends must wait outside but not block the door. As soon as you enter the room, you are expected to:

1. Greet your teacher and classmates.
2. ***Cellphones MUST be turned OFF and put in a backpack or purse. NO EXCEPTIONS!***
3. Look for the location of your bellwork assignment. It will be on Google Classroom under the topic “Daily Agenda”.
4. Take out any paper homework from the previous night and turn it into the class bin. Make sure your name and class number is on it!
5. Check your folder (numbers are assigned on the first day of school) for returned work
6. Take out materials needed for class. The needed materials usually will include a pen/pencil, your science notebook, and a chromebook.
7. Always work on the bell work assignment **independently** and **silently** unless you are told otherwise.
8. The 1st block is responsible for taking down ALL classroom chairs from the tables. Please do so before the bell rings. 4th block is responsible for putting the chairs up at the end of class.

☺ **Procedure: Quieting the Class**

When I wish to have your undivided attention I will simply raise my hand and say “I need your attention.” **At that time, students who have their backs to me should immediately turn around and look in my direction.** I encourage students who see that I am trying to gather the attention of the class to point in my direction to notify other students. Quietly and respectfully get their attention, please.

☺ **Procedure: Asking Questions/Commenting**

When you would like to share an answer or ask a question, please **do not** call out. Simply raise your hand and wait until you are called on.

☺ **Procedure: Permission to Leave the Room (bathroom, nurse, etc.)**

Students who wish to use the bathroom must go **before** class begins. **No one is allowed to go the 1st 10 minutes or the last 10 minutes of class.** That is what your passing time is for. If you need to go I suggest cutting visiting with friends short. Students may only ask to leave during class if it is an **emergency**. Students must sign out on google classroom and take the correct pass. Please do not ask during direct instruction. Only one person at a time may leave the classroom to each area. If you need to see the nurse, you may do so, but only with a valid excuse and you must take and return a signed nurse’s pass. **Obtaining materials from a locker is not allowed during class time.** When returning back to class, you will begin the procedure for entering the classroom immediately and sign back in on google classroom.

☺ **Procedure: Returning from an Absence**

Students who are absent from class are expected to collect their absent paperwork from the folder bin immediately upon their return. ***This is YOUR responsibility!*** Any digital assignments will be on Google Classroom. If tests, quizzes, or labs were missed, you must schedule a time to make it up. **School policy is as follows:**

- At a minimum, a student will be allowed three school days to complete the make-up work from an excused absence. More time for make-up work may be granted in special circumstances by making arrangements with the teacher involved.

- A student who does not have an assignment completed and ready to turn in the day the assignment is due will receive a twenty-percentage (20%) point deduction and will be given one additional day to turn in the assignment. Teachers are not required to accept a late assignment after the following day the assignment is due.

- A student is allowed two (2) late assignments per semester. After the second late assignment, the teacher may assign a grade of zero (0) for each subsequent late assignment. A student is responsible for arranging additional time with his/her teacher(s) if the situation warrants.

☺ **Procedure: Cell Phones/Personal Communication Devices**

Your cell or PCD **MUST** be turned off and stored in a backpack or purse. **NO EXCEPTIONS!** (unless for medical purposes provided by the nurse). If I see you with it I will take it and you can retrieve it after class or from an AP depending on the number of times it has been confiscated. See BOE Policy 6.312 for further guidance.

1st Offense: Device is collected by the teacher and kept secure until the end of the class period. The offense is documented.

2nd Offense: Device is collected & the offense is documented. Parent is notified and must pick up device from office.

3rd Offense: Device is collected & the offense is documented. Parent is notified and must pick up device from office. Student is assigned to either 2 days of ASD (After School Detention), 1 day of ISS (In School Suspension) or 1 week of lunch detention.

4th & + Offense: Device is collected & the offense is documented. Parent is notified and must pick up device from office. Device is not allowed back on campus. Student serves 2 days of ISS. Student may be suspended or lose driving privileges as determined by the administration.

☺ **Procedure: Checking Folders for Returned Classwork**

When you have classwork from the day before, please make sure it is in the classroom turn-in bin as soon as class starts. When you enter, check your folder for returned work.

☺ **Procedure: Turning in Paper Assignments**

When you need to turn in your paper assignments during class, you should turn them into the correct class turn-in bin near the door. **Please make sure your name is on it in the upper right hand side and your class number is in the upper left.** Make sure I can read it please. It is extremely helpful if all papers are facing the same way with names on the left side of the bin. 😊

☺ **Procedure: Turning in Digital Assignments**

When you turn in your digital google classroom assignments please make sure they are complete. If it is not you will receive a zero and “Incomplete” until it is corrected. It is your responsibility to check if your work has been graded or returned as incomplete.

☺ **Procedure: School Closings**

Should school be closed unexpectedly due to poor weather conditions, be advised that we will continue with the previously planned lesson the day we return. This includes tests and quizzes! If a test is scheduled on a day that school is canceled, you will take the test or quiz the next day that we are in school.

☺ **Procedure: Interruptions**

Interruptions to the class such as: visitors, front office/attendance overhead interruption, etc. will happen on occasion. When this happens, please sit quietly and wait for the interruption to be over. **Do not, under any circumstances, begin a side conversation.** Should the interruption last longer than expected, you may take out other work for another class, or re-read your science notes.

☺ **Procedure: Class Dismissal**

Please wait until I dismiss the class. There will be certain times that I will need to remind you of assignments that are due, or announce a test or quiz. It is imperative that you **do not** pack up or begin conversing with other students in the last few minutes of class, or you will miss these important announcements. I will tell you when you can pack up. I will verbally cue you as to when your class is dismissed by saying, “Have a nice day.”

Thank you in advance for your anticipated cooperation! ☺