**Classroom Procedures and Expectations**

**Mrs. Land**

**2016-2017**

Procedures are a part of life. We follow procedures when we go to the movies, eat at a restaurant, or fly on an airplane. The reason we have procedures is so people can function in society knowing the proper and appropriate way to do things. Procedures can make things run more efficiently, help people to be more successful, and also make things safer. Think of what would happen if people didn’t follow the procedure at a stop sign or red light! This classroom also has its own set of procedures. These procedures help to establish our classroom culture. When everyone follows the procedures, our class becomes safer, calmer, and a better environment in which to learn. Although you may not remember them at first, please do your best to follow the procedures below. Let’s all choose to have a great year!

-Mrs. Land

**How to Enter the Classroom**

Calmly and quietly enter the room and take your assigned seat. Immediately get to work at your desk. There will always be something for you to do. Please do not enter the classroom if the door is closed, or if there is not a teacher present.

**Starting Class**

You start the class- not the teacher! And you need to start right away!

1. Take out any homework due that day and place it in the Homework basket.
2. Copy tonight’s homework into your Student Planner. If there is no homework, the board will say “No HW” and you need to copy that into your agenda.
3. Read the Objectives and Daily Agenda to see what you will be working on in class that day.
4. Complete the “Do Now” activity that will be posted on the board.
5. Study your vocabulary words if you have extra time.

**What to Do with Your Belongings**

Please keep all of your belongings under your chair during class. Books and binders should be kept out of the aisles at all times for safety reasons. It can be extremely untidy when everyone’s stuff is spilling into the aisles, so please, let’s keep them clear. Additionally, please keep all four legs of your chair on the GROUND at all times. It is dangerous to lean back in your chair, and it also ruins the chairs.

**If You Are Absent**

Each class is assigned a student to take attendance and another student that acts as the “Absent Buddy”. If you are out, the Absent Buddy will write down what you missed on a “While You Were Out” form and attach any papers given out on that day. These papers will be placed in the “Absent Student Pickup” folder on the cabinet door. It is your responsibility, not the teachers, to collect this work and see that it is handed in. You have one day for every day that you were out plus one extra day to make up the work. All tests and quizzes should be made up within five school days.

**If You Are Tardy**

If you are entering the class after it has started, put your late pass in the teacher’s inbox on her desk. If you do not have a late pass, plan on explaining to your teacher what prevented you from making it to class on time.

**If You Do Not Have Your Homework**

If you do not have your homework, you still need to turn in a paper. There is a “Homework Excuse Notes” Binder by the door for these instances. Once you realize that you do not have your homework, take a Homework Excuse Note and fill it out completely. Hand this paper into the homework basket.

**Turning in Papers**

Homework needs to be handed in the day it is due. In most cases, homework should not be handed in ahead of time since it may get lost. To pass in your paper, place your paper in the homework basket for the hour in which you are enrolled on the back desk. Papers should be passed forward to their row captains and the row captains will place the classwork in the correct class basket.

**Sharpening a Pencil**

Please sharpen pencils before class begins. If necessary, you may sharpen your pencils during class but not while the teacher is speaking. Use your own judgment to determine a good time. Only one student at a time is allowed at the pencil sharpener.

**Using the Bathroom**

Bathroom privileges are restricted to emergencies only. You need to use the bathroom during passing time. Please limit your liquid intake before our class.

**Using the Classroom Library**

There are many books in this classroom that have been gifted to our classroom or purchased by myself. Please treat each and every book with respect. That means handle the books gently, and return them back to the bookcase when you are finished with them.

**Using Classroom Supplies**

This classroom is well stocked with supplies to help you complete your classwork. The cart by the book shelf has been designated as the Supply Center. There, you can find: colored pencils, markers, glue sticks, tape, highlighters, expo markers, erasers, index cards, and rulers. Paper such as white lined paper, graph paper, computer paper, & scrap paper can be found at the front of the room. Please return all supplies back to their appropriate container when you are done using them. Note: supplies are for use in this class only. You may not borrow them to use in other classes.

**When the Teacher Wants Your Attention**

When I want your attention, I will:

* Stand in front of the class
* Give the signal
* Wait for everyone to quiet down
* Begin speaking

**When You Want the Teacher’s Attention**

If you need to get the teacher’s attention, raise your hand and patiently wait for her to respond. If you are sick or it is an emergency, you may interrupt the teacher if she is speaking.

**How to Set Up a Paper**

Most papers that will be handed out this year will already have a heading on them. However, if you are handing in an assignment on your own paper, please adhere to the follow guidelines.

Each paper must have four things in the top right-hand corner.

1. Your first and last name
2. The date
3. The class section
4. The assignment (Example: 1.1 Section Review Questions)

**If You Finish Your Work Early**

If you finish your work before others are done, there are several things that you may do.

* First, check to make sure that you followed all directions and completed the entire assignment. Yes, there may be a back side to the paper!
* Review the most recent vocabulary words.
* Organize your ELA Binder.
* Choose a reading book from the classroom library to read or make sure you have your own novel.
* If allowed, start working on tonight’s ELA homework.

**Classroom Discussions**

All students are asked to participate in classroom discussions. Your teacher wants to hear what you have to say! However, please make all questions and comments relevant to the current discussion. If your question is off the topic, write it down and ask it later. Students should raise their hand to volunteer an answer or ask a question. Please refrain from shouting out ideas without being called on.

**Computer Lab Behavior**

Part of the ELA curriculum involves hands-on research and writing activities. We will visit the computer lab quite often and the teacher expects students to take care with the equipment in the lab. Appropriate behavior includes carefully reading and following all instructions, asking questions if you’re not sure about something, and absolutely no joking or fooling around. ANY inappropriate behavior will NOT be tolerated for the safety of everyone in the room.

**Classroom Infraction Notice**

Classroom Infraction Notices are given to students who break classroom rules or guidelines, or who are behaving inappropriately. If you are given a Guideline Infraction Notice:

1. Read it
2. Sign it
3. Give it to your teacher at the end of class.

You will then discuss the reason why you were given the Classroom Infraction Notice and what you are going to do to prevent that behavior from happening again.

**If You Feel Sick**

If you feel sick, tell your teacher and get permission to go to the restroom or perhaps the counseling office if needed. Please let your teacher know if you feel faint or if you’re not sure you can make it to the counseling office alone.

**If You Think You Are Going to Throw Up**

If possible, tell someone near you that you feel sick. Head directly to the bathroom. Do not take a pass. Just GO!

**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 the time to talk! The teacher will direct you to the nearest emergency exit. The last person out of the classroom needs to shut the door.

**End of Class Dismissal**

The teacher dismisses the class, not the clock. Do not start packing up your materials in anticipation of the end of class. Class is over when I say: “Have a great day!” Before you leave, take a look at the floor around you. Pick up any items on the floor (whether they belong to you or not) and throw them in the trash if necessary. Make sure to take ALL of your belongings with you.