

Guidelines and Procedures

Guideline #1

Be in your assigned seat and working on the assigned bell work when the tardy bell rings.

Guideline #2

Bring ALL books and materials to class and take them with you when you leave. When at another student's desk, leave their materials alone. Your hands stay out of their desks. Leave your area neat and orderly.

Guideline #3

Follow directions the first time they are given.

Guideline #4

Treat each person in this room with respect and dignity.

Guideline #5

Follow all procedures and policies in the daily planner.

Following Guidelines will result in:

1. Verbal Acknowledgment
2. A stress free learning environment.
3. A pleasant and orderly classroom atmosphere.

Class Procedures

1. Entering the Classroom

- Please enter quietly
- Take out your materials
- Review the agenda
- Begin bell work assignment

2. When you are tardy

- Enter quietly
- Place office excuse on my desk.
- Have a seat and quietly take out your materials.

3. Moving around the room

- You must ask permission
- Do not ask during a classroom discussion unless it is an emergency
- Students are not allowed out of their seats to speak with friends.

4. Getting your attention

- I will: Stand in front of the class.
- Raise my hand. Wait for everyone to be quiet. Begin speaking.
- A clapping pattern by the teacher is also done. The teacher makes a short clapping pattern and the students repeat the pattern. Once the pattern has been repeated, the room becomes quiet.
- The Teacher will say "Ladies and Gentlemen."

Personal Procedures for Achievement

5. During Instruction

- Listen to the teacher with full attention.
- No pencil sharpening, talking or whispering.
- Ask permission to speak by raising your quiet hand. When acknowledged, **please stand to talk**. All other hands in the class should go down to focus on the speaker.

6. Questions

- Please raise your quiet hand (No calling out) to ask a question about the lesson.
- If the teacher is busy or occupied, please wait patiently in your seat until the teacher can offer assistance.
- If you do not understand a concept, please ask for help after you have given your best efforts to solve the problem.

7. Working in Groups

- The teacher will assign groups. Each student must contribute to the group.
- Please inform teacher if student(s) are not contributing.
- Students are not allowed to change groups without teacher permission.

8. Classroom Discussions

- Please participate
- I want to hear what you have to say
- Make all questions and comments relevant to the current discussion.
- If your question is off the topic write it down and ask later.

9. Finish Work Early

“What do I do next?”

- Work on unfinished assignments
- Read your “choice” novel
- Review vocabulary words
- Start working on tonight’s homework
- Students are not allowed to sit and do nothing in class. You must be working until the end of class.

10. Paper Heading

Your full name should be printed or typed in upper left hand corner. All assignments should include the following information to receive full credit:

First and Last Name
Subject/Assignment
Date

11. Turning in papers

- If you are at the end of a row. Place your paper on the desk next to you on your right.
- If/When you receive a paper, place yours on top and continue passing the stack to your right.
- Last person in the row place the papers in the tray on the teacher’s desk.

12. Grading Papers

- In the top middle margin, write the score and circle it.
- Your grade will be subjected to point deductions if you incorrectly grade a paper.

13. Missing a School Day

- You are responsible for your work – not the teacher, not your friends, not your parents.
- When you return, look in your file for assignments.
- Ask study buddy to help you understand work you do not understand.
- Reschedule with the teacher any tests or quizzes you may have missed.
- Ask teacher for clarification of assignments during a break time if you still do not understand.
- **Be responsible and take control.**
- If you do not ask for clarification, it will be assumed you understand.
- Work not turned in will result in a zero.
- Turn in you work to the correct box. Work turned into some other place may be lost or not graded.

14. Student Planner

- Copy everything WORD for WORD from the board
- Ask Mr. Johnson if you are unsure what something means.
- Check on status of long-range projects everyday.
- Never leave to go home without completing it.
- Have parents sign off each evening showing they have seen it.

15. Class Dismissal

- The teacher dismisses you, not the bell. Do not start packing up prior to the bell. Wait until the teacher finishes and officially dismisses you with: “Have a nice day.”

16. Computers

- You need the teacher's permission to be on the computer.
- **Please wash and dry your hands before you go on the computer.**
- Internet use is only through teacher direction.

17. Food and Drinks

- No food or drinks are allowed near the computers. If food or drink is visible, it will be taken from you.
- Students will be given an opportunity to have a "Healthy" snack (No junk, No candy) following first recess at their desks.
- No water bottles are allowed unless medically required.
- **Please wash your hands before and after eating lunch.**

18. Supplies

- You are responsible to bring all your needed supplies to class every day. Some supplies will be available on an emergency basis (pencils, paper, etc). Please come to school prepared and ready to learn. Let your parents/guardians know when you need new supplies ahead of time.

19. Restrooms

- Respect the bathroom. We all have to use it.
- Students are expected to make best use of the restroom during recess and lunch breaks.
- Only one boy and/or girl may use the restroom at a time.
- **If abuse occurs, other arrangements will be put in place.**

20. Pencil Sharpening

- **Pencils should be sharpened outside of instruction time.** It is a distraction to both the teacher and other students for pencils to be sharpened during instruction/work time. Please have at least two pencils sharpened at the beginning of the day. Opportunities will be given for all students to sharpen their pencils throughout the day.

21. Recycle

- Please recycle all paper items in the classroom. The recycle box will be located by Mr. Johnson's desk. This will keep the classroom garbage to a minimum.

22. Jobs

- Each week you will be assigned a new classroom job. Please complete the job in a timely and productive manner using your best efforts. Thank You.

23. Basic Laws of Courtesy

- If you make a mess, clean it up.
- If you open it, close it.
- If you turn it on, turn it off.
- If you break it, admit it.
- If you borrow it, return it.
- If you value it, take care of it.
- If you move it, put it back.
- If it belongs to someone else, get permission to use it.
- If you don't know how to operate it, leave it alone.
- If it's none of your business, don't ask questions, or make comments.