**Classroom Procedures and Expectations**

**Ms. Hoffman**

**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!

-Ms. Hoffman

**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 leave it out on your desk.
2. Copy tonight’s homework into your Student Agenda. If there is no homework, the board will say “None” 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.

**What to Do with Your Belongings**

Please keep all of your belongings on the shelf under your chair or under the table during class. Books, binders, and especially your Chromebook should be kept out of the aisles at all times for safety reasons. It can quite treacherous 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 student in each class will have an “Absent Buddy.” If you are out, your 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 corresponding “While You Were Out” folder located in the student center. 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 on my desk. If you do not have a late pass, plan on explaining to me what prevented you from making it to class on time.

**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 and we will review the answers in class. To pass in your paper, pass to the person in front of you. Once all the papers are to the front of the classroom, the papers will be passed to the person all the way in the front left corner of the classroom. That person will them go to the student center, paper clip the papers together and put them in the corresponding “turn in” bin for that class. *NOTE: BE SURE TO ALWAYS PUT YOUR NAME ON YOUR PAPER!!!!*

**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 Your Chromebook in Class**

You are expected to bring your Chromebook to school and class each day fully charged. Forgetting it at home or not having it charged in completely unacceptable as we will be using them in class on a regular basis. Please remember that we have Chromebooks in class to help us learn, not to distract us. Playing games or accessing social media sites is strictly prohibited. You should only be using the Chromebook if I have given you permission to do so. Otherwise it should be placed closed on the corner of your desk.

**Using the Bathroom**

You do need to ask permission to use the bathroom; however, do not ask during direct instruction time (while the teacher is talking) unless it is an emergency. Only one girl and one boy are allowed out of the classroom at a time to use the bathroom. If you need to use the bathroom during class, please take the bathroom pass hanging by the student center, and sign out in the Student Sign-Out Pad next to the door. When you return, hang the pass back up and sign back in. Bathroom privileges may be restricted if abused. You have 3 minutes in between classes for a reason, use the bathroom then! Do not ask every day to use the bathroom in my class.

**Cell Phones**

You are not allowed to have your cell phones out during class. You cannot use them and I do not want to see or hear them. If at any time I see or hear your cell phone during class, you will be asked to put your phone in jail. The “cell phone jail” will be located on top of the filing cabinet in the front of the classroom. If it is your first offense, you will be able to take your phone back at the end of class. However, if you commit this offense more than once, your phone will remain in jail until the end of the school day. If the offense becomes a habit, your cell phone will be given to the office.

**Using Classroom Supplies**

This classroom is well stocked with supplies to help you complete your classroom. There you can find: pens, pencils, paper clips, rulers, compasses, protractors, calculators, and erasers. If you need anything else, such as graph paper or markers, please ask me for them. Please return all supplies back to their appropriate container when you are done using them. Note: supplies are for use in my 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
* Raise my hand
* Wait for everyone to be quiet
* 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.

**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!
* Organize your Math Binder.
* If allowed, start working on tonight’s science homework.

**Classroom Discussions**

All students are asked to participate in classroom discussions. I want 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.

**If You Feel Sick**

If you feel sick, tell your teacher and sign out in the student sign-out pad. Please let your teacher know if you feel faint or if you’re not sure you can make it to the nurse’s 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 sign out. 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 push in your chair before you leave and take ALL of your belongings with you.