

# Classroom Procedures

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- I. INTRODUCTION
  - A. Class Syllabus
- II. PROCEDURES FOR ENTERING THE CLASSROOM
  - A. There is a specific way I want you to enter the classroom. I expect you to follow these procedures:
    - 1. The hallway is a place for the teacher to stand, and greet students as they enter the classroom
    - 2. Enter the classroom quietly without running or pushing
    - 3. Get homework that was assigned into the proper bin
    - 4. Grab your binder, and start on the POD
- III. IF YOU ARE LATE
  - A. You are late to class if you are not inside the classroom when the bell rings. If you are late to class you must:
    - 1. Go get a tardy slip.
    - 2. Once you get your tardy slip come back to class, walk in quietly and hand me your tardy
- IV. IF YOU ARE ABSENT
  - A. It is your responsibility to let me know you were absent, and that you need to get the work from the prior day.
  - B. If you are in ISS, you need to give me the form the day before, so I can assign you work
  - C. On the day of a test, you have one day to make it up, and that will be before school only, unless arrangements are made
- V. TURNING IN ASSIGNMENTS
  - A. There will be a designated bin for your class, where the work will be turned every day before class. Make sure your name is on it as well as the date.
- VI. GETTING YOUR ATTENTION
  - A. There may be times when I may need to get everyone's undivided attention so that I may give directions, explanations, answer group questions, or if the noise level gets too loud. When I need everyone to stop talking and pay attention to me, I will stand in the middle of the class quietly and expect everyone to stop talking
- VII. END OF CLASS
  - A. I expect everyone to be seated until the bell rings, no student should be outside the class without permission
- VIII. RESTROOM
  - A. You may go to the restroom one a time, and must take the hall pass.