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.

Special Guideline

This classroom is a “No Whining Zone.” That means that there will be no whining, for ANY reason. Everything that I do is in your best interest, so please... respect the “No Whining Zone” this year.

Following Guidelines will result in:

1. Verbal Acknowledgment
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
   - Excused: Place office excuse in the basket on my desk.
   - Have a seat and 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.
- **Give Me Five**
  - Eyes on Speaker
  - Quiet
  - Be Still
  - Hands Free
  - Listen

5. Paper Heading

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

- **First and Last Name**
- **Subject/Assignment**
- **Date**

Assignments without the appropriate heading will not be graded.

6. 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.

7. During Instruction
• Listen to the teacher with full attention.
• No pencil sharpening, talking or whispering.
• Ask permission to speak by raising your quiet hand.
• After instruction, make sure you understand the concept. If not, ask questions by mentioning which part you didn’t understand.

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 Classwork 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. 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.”

11. 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.

12. 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 following first recess at their desks.
• No water bottles are allowed.
13. Manners

Important words to use in class:

"Please"
"May I"
"Thank You"
"You’re Welcome"
"Excuse Me"
"Mr."
"Mrs."

14. Supplies

You are responsible to bring all your needed supplies to class every day.

15. 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.

16. 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.

17. 3-Ring Binder

• Please keep notebooks clean and organized.

• Binders will be checked periodically for completeness and grades will be assigned.

• Items to include in notebook:

• Class procedures, rules, class schedule, assignments, tests, projects, etc.

18. 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.

19. Announcements

No talking is allowed during announcements.

20. 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.

21. If the Teacher is Out of the Classroom

Students remain on task while the teacher is out of the room. Classroom rules and procedures are followed as they continue their work. The classroom aide or a teacher next door is available for help if needed.

22. 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.