Procedures and Routines

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**Entering the classroom**

* Do not linger in the hallway, come right into the classroom
* Enter the classroom quietly
* Begin the Do Now immediately
* When finished wait quietly for further instructions

**If you are late for class**

* Come in quietly and begin participating in the discussion/assignment
* If you have a pass place it on my desk and follow the above procedure
* After class or school we will discuss why you were late

\*\*\*Consequences for lateness will be the same as consequences for classroom rules, however at my discretion the consequences can be changed.

**If you are absent**

\*\*\* It is your responsibility to either email me or talk to me about missing assignments.

* All work will be on the white board each week, if you need an assignment take one
* If you miss a test, you need to make arrangements with me in a timely fashion to take it
* When absent if possible, you can email me the assignment(s) that day

**Bathroom**

* One person will be allowed to get up to use the bathroom; if possible please refrain from leaving during a lecture and/or directions
* You must sign the bathroom book with your name, time out, and time back in
* You must all take the hall pass next to the book
* You are allowed maximum 5 minutes out of the room, if this privilege is abused, you will NO longer be allowed out of the classroom

**Getting your attention**

* When I say SALAME (**S**top **A**nd **L**ook **a**t **ME**) I would like you to stop what you are doing to focus on what I will be saying
* Make sure all materials are down in front of you when I am speaking

**Red, Yellow, and Green cards for assignments**

**\*\*\*** These will be used when we are working on independent or group assignments

* The red, yellow, and green cards will be in packs of 3 on my desk in a basket, when I prompt you to retrieve them you will walk in an orderly fashion to retrieve them
* When it istime to use them they are to remain on your desk: **Red** means you aren’t sure of the assignment and you need help, **Yellow** means you have a little understanding of the assignment and you need help, **Green** means you fully understand the assignment and do not need any help.
* When class is almost over or the assignment is complete, you will need to rubber band the 3 cards back together and place them in the basket on my desk when you leave class

**Dismissal from class**

* When the bell rings, it is to let me know that class is over, not for you to jump up and run out of the room
* When I say class is over you may leave for your next class
* Please do not line up at the door before the period is over

**Turning in assignments (homework, papers, and/or projects)**

* When handing in any assignment please have this heading at the top of you papers

Name Date

Period Class Name

* While completing the Do Now place your assignment at the right hand corner of your desk, and I will walk around to collect them as you are working
* For class work assignments, you will pass the papers to the person in front of you and they will pass them to me

**Cell Phones**

\*\*\* I will be following the same policy that the school set forth. All cell phones must be off and in your bags when inside the classroom. The consequences will be similar to the ones for breaking classroom rules; however, there are so modifications.

1.      Verbal warning

2.      Take the phone away, a discussion after school, and call home

3.      Detention and call home

4.      Referral to assistant principal