

Classroom Procedures and Policies

- 1. Heading on work:** Top left or right hand side of paper
NAME, DATE, PERIOD
- 2. Turning in Work:**
 - a. daily work: small projects should go in class period trays
 - b. quiz's: pass forward, front person hands to teacher
 - c. tests: separate teachers copy from your paper or scantron turn in
- 3. Beginning of class:**
 - a. Beginning daily lesson:
 - Your cue to stop, look and listen will be when you see me standing at the podium.
 - b. Discussions:
 - Raise your hand to speak
 - Listen when others are talking (teacher or peers)

4. Restroom: Take care of restroom before class. Do not ask to go to the bathroom at the beginning of class. You will have permission to go to the restroom after the first ten minutes of class has passed, PROVIDED I AM NOT IN THE MIDDLE OF A LESSON. If you abuse the restroom privilege I will not allow you to leave at all. Abuse of restroom privilege includes the following: asking everyday to leave, taking too long, hanging out in the hall talking, and various other common sense issues.

Also, do not come into class needing to go to the office, library, and/or teacher room, etc. without a pass. You may go IF TIME ALLOWS at the end of the lesson.

- 5. Tardies:** please see tardy policy posted in classroom
- 6. Classroom Behavior:**
 - No food or drink in the classroom. This is a school policy. Only water is allowed
 - Do not sit on desk, tables or counters
 - Stay in your seat until the bell rings. DO NOT LINE UP AT THE DOOR
 - Vulgar or slang language will not be allowed
 - Treat others and yourself with respect
- 7. CIA:** If you are assigned CIA, it is your responsibility to come and ask for your assignments.

Grades: Test 40% Daily Grades 35% Projects 25%