

Mrs. Screepton's Class Procedures

Procedures are important in society so that people can function in an acceptable and organized manner. Just as in life, we need to have procedures in our class so that we may function in an acceptable and organized manner.

Entering the classroom:

- When you arrive at our class, I will greet you in the hallway.
- If a class is exiting, line up along the wall quietly and wait until the room is empty.
- Come to class prepared to learn with a good attitude.
- Enter the classroom quietly.
- Begin the "start of class" procedure.
 - Go directly to your assigned seat
 - Look at the whiteboard and follow the directions

When class begins (Bell):

- Have the supplies listed on the board READY to GO.
- Make sure you have a sharpened pencil.
- Be in your assigned seat.
- Begin working on your class opener.



When the bell rings, ALL of the above steps MUST be completed!

Class opener:

- Follow directions on the SMART board or dry erase board.
- Work silently on your own; use your prior knowledge.
- The class opener will take 5 - 15 minutes & this is NOT optional.
- When you are finished, sit quietly and be ready for the next part of class.

If you are tardy:

- Enter the room, quietly get your materials and begin working.
- You do not need to announce that you are tardy or why. Your job is to catch up with the rest of the class.
- If you need materials (we are already working on the days tasks), I will get them to you.

If you are absent:

- Yes, we did stuff while you were out. It was the coolest stuff ever, and everyone had pizza & ice cream!!
- Your make up work will be in your class period's folder on the door.
- It is your responsibility to get your make-up work when you enter class.
- Make up work policy: you will have one day to complete your work for every one day you were absent.
- Once you have completed your make up work, turn it into the folder on the door.

Restroom Policy:

- The restroom should be used in between class periods.
- If you know you need to go but think you will be late... come to class first, let me know, then you can go.
- During blocked periods we will have a restroom break. DO NOT ask me to use the restroom – depending on what we are doing in class will determine when we will take our restroom break.

Sharpening your pencil:

- It happens, your pencil breaks. Sometimes it happens several times in a class period.
- Be sure to sharpen your pencil before the bell rings. It's a good idea to have extras!
- You should have a handheld pencil sharpener.
- Raise your pencil in the air to alert me that you need to use the sharpener. I will nod and let you know that it is ok to leave your seat.
- Take the most direct route to the pencil sharpener.
- DO NOT disturb the class.

Tissue issues:

- We all get sick from time to time, if there are tissues available, you are welcome to use them, just follow these guidelines:
- Get tissues before or after the bell rings.
- When you grab a tissue, grab a few so you won't have to keep getting up.
- If you need a tissue, simply tap your nose to alert me that you need to get a tissue. I will nod to let you know that it is ok to leave your seat.
- You are also welcome to use the hand sanitizer, but like always, you must do it before the bell rings or after instruction time, or when you are dismissed.

Talking trash:

- Clean up after yourself!
- If you create trash, or see some on the floor, please pick it up.
- Do not get up out of your seat, or raise your hand during instruction time to throw away trash.
- Be the bigger person with the best character! If you see trash, please pick it up even if it is not yours.
- Throw your trash away on your way out the door.

Handing in papers:

- Fold your paper lengthwise.
- Write your name clearly on the top right hand side.
- Pass your paper to the person on your right.
- Wait for all of the papers to come across before you pass your paper.
- If you are the first person in the last row, collect all of the papers and put them in the homework drawer for your class.

Using a hall pass:

- Once you enter a classroom, you are not allowed to leave without permission and a pass.
- You may not ask to leave the classroom during instruction time or during a test/quiz.
- You may ask permission once the class is working and instruction time is over, but I reserve the right to refuse anyone at any time.
- You will need to have a pass; you may not leave the room without one.
- You are to go to the area designated on the pass and that area ONLY. If you go anywhere else you are in violation of school policy and you will receive an automatic detention.

Homework:

- When you have homework, one of three things may happen:
 1. I will check for completeness / accuracy.
 2. You will check for accuracy.
 3. Students will come to the SMARTboard / podium to work problems out.
- Homework Schedule: Given on Monday due Wednesday & Wednesday due Friday.
- Will be done to the best of your ability with neatness.
- Will be checked with a pen.
- Not completing an assignment & taking a 0 is NOT allowed.
 - You will fill out a “Pink Slip”
 - More details about these procedures: COMING SOON!

When someone is at the board:

- You will give the student who is working at the SMARTboard / document camera your absolute attention.
- Your hands are to be empty.
- Your eyes are to be focused on what they are doing.
- Your ears are to be focused on what they are saying.
- You will raise your hand and wait to be called on if you have something to say or a question to ask.

When you are at the board:

- Take what you are doing seriously.
- Do not waste our time by trying to perfect your comedy routine.
- Show all of your work – don’t just write down answers.
- Be neat – we need to be able to read/understand what you are doing.
- Be prepared to answer questions your classmates may have.



Your knowledge is valuable; you could be helping someone who is struggling!

Expectations during instruction:

- Have your notebook and or paper ready for notes and examples. If I write something on the board – you need to write it in your notes.
- Focus on the lesson. I will randomly call on you to answer questions and or share your thoughts – so pay attention!
- Make an honest effort to understand.
- You will not have sidebar conversations. (Unless otherwise stated.)
- Ask sensible questions at an appropriate time. This is the time to ask questions if you do not understand something or if you need me to explain it again. Do not wait until you have a quiz/test/task that you are expected to complete to ask a question.

Expectations during class discussion:

- The classroom should be a place where students feel free to share their thoughts or ask questions during a discussion.
- Participate! We want to hear your thoughts and ideas!
- Pay attention to who is speaking and what they are saying.
- Be respectful. No name calling, or calling a question or answer stupid.
- Raise your hand and wait to be called on.
- When you are called on, acknowledge the person who spoke before you. Say something like: “I never thought of it that way”, or “that was a good point.”
- NO arguing. Not everyone thinks like you, and that is OK!
- Mistakes are a very viable part of your learning!

Expectations during classwork:

- Follow all directions the first time they are given.
- Work quietly on your own. (Unless otherwise stated.) Do not disturb other students.
- Concentrate on your work. Classwork is a specific time for you to work on skills that we have taken notes on or gone over in class.
- All work is to be done neatly and to the best of your ability.
- You must at all times show your work, or you will not be given credit.

Expectations during group work:

- You will be assigned to a group & within your group you will be assigned a duty
- No side-bar conversations during team activities, all team members focused on the task. Every team member needs to have a chance to speak.
- Respect one another’s ideas.
- Listen to each other.
- Work together! There is no I in TEAM.
- Do your part.
- Stay on task.
- Stay with your group.

When I want your attention:

- I will say: “Give me five”, and begin counting down from five.
You will:
 1. Hands free – put things down
 2. Be quiet
 3. Eyes on me
 4. Be still
 5. Listen
- We may have other “attention getters” - we will practice as we go!

End of class dismissal:

- I will dismiss you from class – NOT the bell.
- Keep working until I dismiss you – DO NOT “pack up” early.
- You will make sure your area around your desk is free from trash, pens, papers, erasers and any personal items.
- Make sure you have your homework (on Monday & Wednesday)
- Throw any trash you have away on your way out the door.

General Expectations

- Work hard – give everything you do 100%.
- Be the best person you can be – don’t be afraid to challenge yourself!
- Learn from your mistakes and move on.
- Be respectful of everyone and everything.
- Allow others to finish speaking before you start speaking.
- Be organized.
- Be positive and enjoy life – this includes math class!!
- I have high expectations, I believe in you, you are capable.
- Everyone is smart - and I DO NOT want to hear any different.
- You can do anything you set your mind to.
- “I Can’t” is an acronym for “I completely admit I’m not trying.”

I am so happy you are in my class!

“Education is the most powerful “tool” which you can use to change the world.”

Nelson Mandela.

Let’s have a wonderful year together and change the world one day at a time.

-Mrs. Screeton