

**Classroom Procedures Jr. High
2012-2013**

Start of Class Procedure

- ◆ Wait outside against the lockers until invited in.
- ◆ Quietly enter the room, go directly to your assigned seat, and organize learning area.
- ◆ Take attendance.
- ◆ Answer questions about homework.
- ◆ Have your homework ready for collection.
- ◆ Have your assignment book ready to write in new homework assignments.
- ◆ Have your folder and notebook.
- ◆ Begin working on your daily work bell work.

Supplies to bring daily:

- 3 Pronged pocket folder with lots of loose leaf paper
- Lots and lots of PENCILS!!!
- Extra erasers
- Assignment Book
- Text Book
- Something extra to do
- **Completed Homework!!!**

Hallway Procedures:

- Walk in single file quiet line down the right side of the hallway.
- Talk so that only the person next to you can hear.
- Ask for assistance from peers or teachers.
- Activity should be limited to moving from class to class.
- Move quickly and quietly to your next class.
- Finish all conversations with your friends before entering class.

Locker Procedures:

- Sharing your combination is discouraged. You are responsible for your locker and belongings.
- Sharing lockers is discouraged.
- Do not use empty lockers for storage. Your materials will be removed.
- Get in and out of your lockers as quickly as possible.
- Grab your materials for your next class and move on.
- You are responsible for the condition of your locker. Time will NOT be given during the school day to clean your locker. You may stay after school to clean your locker.
- **Leave ALL jackets and coats in your lockers.**

End of Class Procedure:

- ♠ Begin to clean up and put your materials away only after you have been given instructions to do so.
- ♠ Put all supplies, materials, and equipment back in the appropriate place.
- ♠ When the bell rings, push in your chair and stand behind it. If it is the last class of the day, put the chairs on top of the tables so that the floor may be swept.
- ♠ The bell does not dismiss you, I dismiss you!

Classroom Participation Points:

You will be given daily attendance/participation points. If you are absent, you will not earn points for that day unless you are excused for school business. Points will be collected on Friday.

These will be completed at the beginning of each class and will include:

- Daily Science Review (DSR)
- Problem of the Day (POD)
- Minute Math (MM)
- Reading Minutes (RM)
- Writing Journal (WJ)

Classroom Procedure:

- Warm up activities are given daily. These are POD, DSR, MM, WJ, and RM.
- Notebooks: Students are required to keep notes and examples. These are great tools to use as needed.
- Each lesson begins with a short review of previous lessons/concepts. Then we spend about 10-15 minutes introducing new concepts with definitions, step-by-step processes, and examples.
- After instruction time is completed, student has time to begin their homework assignments. These are usually assigned from the textbook or as a worksheet. In addition, small group work may be assigned to discuss and complete homework or projects. **USE YOUR TIME IN CLASS TO DO YOUR WORK!!!**
- Completed homework should be placed in the proper basket. Do not lay it on your teacher's desk, as it could become easily lost.
- **All work is to be completed in pencil. No credit will be given for work completed in pen.**

Math Folder Requirements:

You will have a two pocket folder with paper for math. This will be your math folder. This math folder will be used for notes, vocabulary, and in class activities. I will grade your math folder at the end of each chapter. We will discuss them daily in class. This should not include work from other classes.

Science Folder Requirements:

You will have a two pocket folder with paper for science. This will be your science folder. This science folder will be used for notes, vocabulary, and in class activities. I will grade your science folder at the end of each chapter. We will discuss them daily in class. This should not include work from other classes.

Writing Journals:

You will be required to complete a daily writing assignment in your writing journal. These journals will be kept neatly in a spiral notebook and will not leave the classroom. Your journals will be graded weekly.

Late work procedure

- a. All work is due at the beginning of class; work turned in at any time after this will be considered late.
- b. Late work turned in within 24 hours will be accepted for no more than 75% credit.
- c. Late work turned in after 2 days late or later will be accepted for no more than 50%
- d. **All late work should be placed in the MAKE UP basket.**

Bathroom/Hall Passes:

You are encouraged to go to the bathroom between classes. You must check in with your teacher first. At the beginning of each grading period you will receive 5 bathroom passes that must be kept in your assignment book. These may be used to get something out of your locker or to go to the bathroom. You are responsible for your own assignment books. **Passes not used during the quarter may be handed in for 5 points extra credit each in any class.** Passes may not be used during instructional time. If you leave the room you must sign out and use a hall pass.

Fire Drill

At the sound of the alarm, stop whatever you are doing and line up at the door. We will go down the hall and out the door, walking to the edge of the playground. Walk single file, following the class in front of us. Walk without talking. Please do not talk while standing in line so we may hear the directions from the office or fire department.

Tornado Drill

At the sound of the alarm, stop whatever you are doing and line up at the door. We will go down the hall to Room 118 or 121. Walk single file, following the class in front of us. Walk without talking. When in the room line up against the wall in the duck and cover tornado position and remain quiet until the all clear is given.

Classroom Food Procedures:

- You may only eat food or candy that has been given to you by your teacher during that class period.
- Absolutely no GUM, SUNFLOWER SEEDS, CANDY, or DRINKS of any kind is allowed in class. Any violation of this rule will result in cleaning tables and chairs after school.

Classroom Rules

1. Follow directions the first time they are given
2. Be Courteous and respectful to the teacher and students.
3. Come to class prepared and on time.
4. Keep hands, feet and objects to yourself.
5. Remain in your seat unless otherwise directed.

Consequences

1st time: Verbal Warning

2nd time: Minor: Loss of recess or privilege

3rd time: Minor: Loss of recess or privilege, minor referral, and parent contact

4th time: After School detention and parent contact

Office Referral: Extreme offenses will result in immediate office referrals.

Rewards

Praise (daily)

Positive notes sent home (random)

Panther pass (random)

Whole Class free time (occasionally)

Computer time (occasionally)

Panther party (every 9 weeks)

Various other perks (throughout the school year)

The joy of learning (each day of the school year)