

CLASSROOM PROCEDURES

Entering the classroom:

Sharpen your pencil if necessary, have a seat, and get to work on the boardwork assignment immediately. Do not wait for me to tell you what to do.

Being tardy to class:

If you happen to get to your seat after the bell, do so quietly and immediately. Ask someone during a break in class what you missed.

Knowing the objectives and assignments for the day:

On the board each day will be the agenda for the period and the homework page for that night. Do not start working on all the problems on that page; I will assign specific numbers at the end of class.

Asking questions:

- If you have a question while I'm talking and/or giving notes, raise your hand and I will call on you.
- If you have a question while working at your desk,
 - 1) look back in your notes and your book.
 - 2) ask your neighbor QUIETLY.
 - 3) raise your hand and I will come to your seat. If you do not have the notes, I will not help you.

ORGANIZATION IS CRUCIAL, especially in math.

Organizing your notebook:

Label your five dividers:

- 1) "Boardwork" – Date each assignment, copy the question, and show all work. Keep them in chronological order. These assignments will be taken up periodically.
- 2) "Notes" – Date the notes and keep them in chronological order.
- 3) "Assignments" – Write the date and the name of the assignment at the top of the page. Keep these in chronological order.
- 4) "Quizzes" – Keep in chronological order.
- 5) "Review sheets" – Keep in chronological order.

Borrowing a pencil:

If you forget to bring a pencil to class, you may trade me something valuable (your bookbag, a shoe, your keys, etc.) while you borrow a pencil from me. If you would rather, you may purchase a pencil from me. The price list is on the wall behind my desk.

Borrowing paper:

If you forget to bring paper to class, either politely ask your neighbor for some, or you may purchase some paper from me.

Leaving the classroom:

- You will not be able to run errands during my class. If you have an emergency and need to go to the office, you may go during classwork; however, you are still responsible for the work. You must bring back a pass initialed by whomever you spoke with in the office.
- If you need to use the restroom, raise your hand and ask for permission. You will not be allowed to go when I'm talking unless it's an emergency. (If you have a medical excuse, be sure to let me know.)
- * You will be given one free pass per 9 weeks to use the restroom or go to your locker without a demerit.

ASSIGNMENTS:

There will be absolutely no talking during any test or quiz.

Throwing trash away:

Do not throw trash or leave it on the floor. Clean up around your desk before you leave.

Turning in papers:

When you finish an assignment to be turned in, quietly take your paper and place it in the appropriate tray.

Finishing your work early:

When you finish your work early, find something to do quietly at your desk. **DO NOT TALK**, even if the majority of the class is finished.

Dismissal:

- If you finish your assignment before class ends, stay in your seat until the bell rings. Do not get out of your seat and congregate at the door.
- If I am talking when the bell rings, wait for me to finish what I am saying before you leave.