

Classroom Procedures

A procedure is simply a method or process for how things are to be done in the classroom. Following procedures will help you do your work with less confusion and thus help YOU to SUCCEED!

Procedure for heading DAILY WORK:

In the upper right hand corner:

Your name
The class, hour

Procedure for heading MAJOR WORK ASSIGNMENTS:

In the upper left hand corner, double spaced:

Your name
Your instructor's name
The class name, hour
The date

Sample:

Hannah Montana

Mrs. Magel

Eng 11, 4th hour

7 Sept. 2008

Procedure for turning in major work, daily work, tests:

When turning in daily work, you should pass your paper to the front. Put your paper on the top of the pile as you pass it up.

Major work and tests handed in individually/separately should be put in the correct tray. Make sure major work assignments and assignments you were absent for are handed in at the beginning of the hour for full credit.

Procedure for beginning class:

Be quietly seated at your assigned seat when the bell rings. Read the front board for announcements or instructions for the daily opener and immediately begin working.

Procedure for dismissal at the end of class:

Those who are seated quietly when the bell rings at both the beginning and end of class will leave on time. Work until the teacher has instructed you to begin clean up. The teacher will dismiss the class. Once you have been dismissed, please straighten your desk and walk quietly out.

Procedures and expectations for . . .

Student movement: you are to STAY IN YOUR ASSIGNED SEAT AT ALL TIMES unless the teacher has requested you to move

Student-to-student communication: you are to remain quiet unless you have been instructed to talk to another student. During cooperative group work you may talk quietly to students in your work group about the subject matter.

Student-to-teacher communication: during classroom work time if you have a question or comment raise your hand. If you have concerns about missing work or grades there will be designated times allowed in class to ask questions. I am also available for help before school, after school, during my prep, and during my study hall. Please do not hesitate to come talk to me about your questions and concerns.

Procedure for completing work early:

In the event that you have completed all of the class assignments to quality, you may work quietly on other subject matter or read quietly at your assigned seat. If you do not have an alternative activity as mentioned above, one will be provided for you.

Procedure for student absences:

If you are absent from class, it is your responsibility to check the calendar/assignment folder. This may be done at appropriate times: before the bell rings, after class, or during individual classroom work time. A tentative schedule will be posted for your use on the calendar. Copy down any information given for the day you were absent. If there is work which you need to make up from the days absent you will find copies of those assignments in the folders located under the calendars. It is your responsibility to complete the work and turn it in the proper basket in the appropriate amount of time. Please mark absent on the top of your paper to avoid reduced points.

Keep in mind it is your responsibility to check the calendar and assignment folder at appropriate times. I will not remind you.

Also there may be work that was required for the day, such as reading or notes, for which you are responsible to make up on your own time.

Procedure for using bathroom passes:

A bathroom pass will be given ONLY WHEN A REQUEST IS MADE at APPROPRIATE TIMES. The pass may be used only three times per quarter per student.

Appropriate times include work time when quality work has been completed to teacher satisfaction. Remember the pass is for the bathroom not your locker or to use your cell phone.

Remember the pass is a privilege! If you choose to misuse it, you choose to forfeit your privilege.