Classroom Procedures

Define Procedure. a method or process for getting things done in the classroom

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| Entering the Classroom | 1. Most days I will be standing at the door  2. Greet me  3. Come in and immediately sit down in your seat  \*\*\*On Mondays, pick up the Week Sheet at the door |
| Beginning of Class | As soon as the bell rings you are to:  1. Be absolutely silent  2. Have out your Week Sheet and HW  3. Be working on your Do Now/Week Sheet  \*\*\*If you finish your Week Sheet early, you are to study your notes silently or update your Table of Contents. |
| Homework Check | Occurs during first 3 to 4 minutes of class  Ways to get a ‘0’ on your homework:  1. If you did not complete it; there is NO late homework  2. If you lost your Week Sheet, because that is where your grade is recorded.  3. If you do not have out both your Week Sheet and HW when I come by your desk.  4. If you are tardy to class and I have already passed your seat in my process of checking HW. |
| Bathroom Usage | Two emergency bathroom passes per nine weeks.  1. Ask before class AND before you leave, set out your Week Sheet and HW, otherwise no credit  2. Open your agenda book the passes page and put three fingers in the air to signal the teacher |
| Pencil Sharpening | Raise your pencil, lead side up in the air. |
| Calling for Homework Help | If you have a question about your homework.  1. Find Ms. Carlisle’s phone number on the syllabus.  2. If she does not pick up, leave a message.  3. In the message: state your first and last name, what you need help with, and the number on which Ms. Carlisle should call back.  4. If she does pick up: state your first and last name, what class you are enrolled in, and why you are calling. |
| Movement in the Classroom | 1. You are not permitted to get out of your seat unless explicitly told to do so.  2. Throwing away paper—wait until the end of class. |
| Visitors | If a visitor enters the classroom, you are not to turn around and look at him/her or speak to him/her unless the visitor addresses you. |
| Supplies | You are required to have your supplies with you everyday. I will not loan you supplies or have supplies on hand for you to purchase. |
| Table of Contents | 1. Location: Keep at the very front of your binder.  2. It should look identical to the one posted in the classroom.  3. Update your Table of Contents daily. |
| Asking Questions | 1. Raise your hand and wait patiently for me to call on you.  2. If I do not see your hand, you may politely call out in order to get my attention.  3. During a lecture—only ask clarifying questions about the lecture. |
| End of Class | 1. Desk need to be straightened.  2. The textbooks underneath each desk need to be stacked directly on top of each other.  3. If there is trash/paper around your desk pick it up and throw it away, even if it is not yours.  4. Take PRIDE in the appearance of your school. |
| Paying Attention | What does it look like to pay attention?  Sit up  Listen  Ask and answer questions like a scholar  Nod your head  Track the speaker |

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|  | Occurs during first 3 to 4 minutes of class  Ways to get a ‘0’ on your homework:  1. If you did not complete it; there is \_\_\_\_\_ late homework  2. If you \_\_\_\_\_ your Week Sheet, because that is where your grade is recorded.  3. If you do not have out both your \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_when I come by your desk.  4. If you are tardy to class and I have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your seat in my process of checking HW. |
| Bathroom Usage | \_\_\_\_\_\_\_ emergency bathroom passes per nine weeks.  1. \_\_\_\_\_\_\_\_ before class AND before you leave, set out your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_, otherwise no credit  2. Open your \_\_\_\_\_\_\_\_\_\_\_\_ book the passes page and put \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to signal the teacher |
|  | Raise your pencil, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the air. |
| Calling for Homework Help | If you have a question about your homework.  1. Find Ms. Carlisle’s phone number on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  2. If she does not pick up, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  3. In the message: state your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, what you need help with, and the \_\_\_\_\_\_\_\_\_\_\_\_\_on which Ms. Carlisle should call back.  4. If she does pick up: state your first and last \_\_\_\_\_\_\_\_\_\_, what \_\_\_\_\_\_\_\_\_\_\_\_\_ you are enrolled in, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  | 1. You are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to get out of your seat unless explicitly told to do so.  2. Throwing away paper—wait until the \_\_\_\_\_\_\_\_\_ of class. |
| Visitors | If a visitor enters the classroom, you are not to \_\_\_\_\_\_\_\_ around and look at him/her or \_\_\_\_\_\_\_\_to him/her unless the visitor \_\_\_\_\_\_\_\_\_\_\_\_you. |
|  | You are required to have your supplies with you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will not \_\_\_\_\_\_\_\_\_\_ you supplies or have supplies on hand for you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| Table of Contents | 1. Location: Keep at the very \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your binder.  2. It should look \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the one posted in the classroom.  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_your Table of Contents daily. |
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| Paying Attention | What does it look like to pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?  S\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  L\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  T\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |