**CLASSROOM PROCEDURES**

This is a list of procedures, which if followed will enable students to be successful during the school year

1. **Entering the classroom** Enter the classroom quietly. Sit at your assigned seat.

**At the sound of the bell** the timer will be set for 15 minutes and you need to:

**-**have your materials out and ready

**-**Turn in your homework assignments (if requested)

**-**Complete the warm-up activities

1. **Classroom dismissal** Your desk and work area must be clean and chairs pushed in under the desk. ***The teacher dismisses the class*** not the bell!
2. **Turning in papers** All assignments should have the proper heading with: student’s first and last name, followed by the course name and period, then the date, in the upper right hand corner of each document.
3. **Working cooperatively** Voice level should be at minimum; I should not be able to hear your conversations. Be respectful and do not talk over each other. ***Everyone has to participate***. If there are any problems please inform your teacher. Each student will be graded by the other students in the group for group projects. For each group activity everyone must have a role which will be given by the teacher for you-the students to decide.
4. **When you are absent** It is your responsibility for getting the notes and assignments from either a friend, website, and/or make-up work bin. It is also your responsibility to complete and turn in make-up work within ***the same number of days you were absent*** otherwise your grade for that assignment will result in a zero. If an assignment was made before you were absent that assignment is due when you return. If you missed a test or quiz due to an excused absence you will have 1 week to complete the assessment.
5. **Hall Passes** Students will be given 2 hall passes during each marking period. Passes will only be issued after teacher instruction and when students are working on their class assignment. You must sign in and out on the hall pass log and wear your school ID. No hall passes during the first or last 10 minutes of class.
6. **PLEASE WRITE IN PENCIL WHEN TAKING QUIZES AND TESTS.**